

JAVS®

Suite 7



Scheduler 7

version 7.0 user manual

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Introduction to JAVS Scheduler 7.0

JAVS Scheduler 7 is a scheduling tool used to schedule court cases, meetings, educational classes and any other type of event that shares facilities and requires organization of the facility. In conjunction with JAVS AutoLog 7, JAVS Scheduler 7 will provide the end user with features such as an easy to use GUI (Graphical User Interface) that includes the location of the scheduled event, a calendar as well as party and staff information. From JAVS Scheduler 7, a user can view a sessions' schedule, change session properties and print session logs from current or previous sessions. The user can create new sessions, reschedule dates, edit existing sessions and add new party and presentation information.

Different calendar views are available to the user, including single day, day by times, week, work week and month views.

JAVS Scheduler will allow you to:

- Create and edit session schedules on any day at any available time in any location
- View session Information, view pre-scheduled sessions and print the information
- Provides the means for adding parties and exhibits to scheduled sessions
- View session schedules by location
- Ability to schedule sealed sessions

With JAVS Scheduler 7, session information is stored in an ODBC compliant database shared by JAVS AutoLog 7 and contains information for every person or presentation that has ever been a part of a session. All information entered in JAVS Scheduler will be available in the JAVS AutoLog 7 interface and ready to use for your next scheduled event.

Getting Started

This section will help you get started using JAVS Scheduler 7.

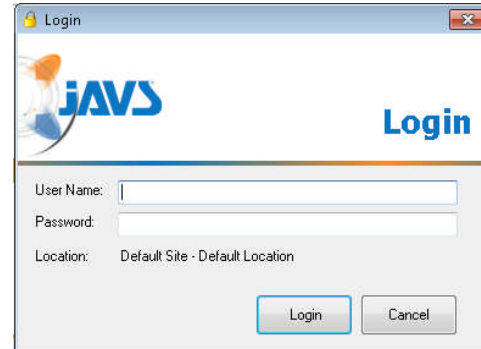
LOGIN

Double click on the **JAVS Scheduler 7** icon to launch the application. The **Login** dialog box appears. The **Login** dialog allows multiple users to schedule and maintain sessions for scheduled events to occur. (The users and locations are set up during installation).

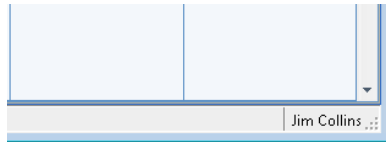


In the **User Name** field, type your assigned User Name and your assigned Password in the **Password** field.

If more than one location exists(JAVS Server), then choose the location from the **Location** field pull down. Press **Login**.



Your user name will appear at the bottom right of the Scheduler window.

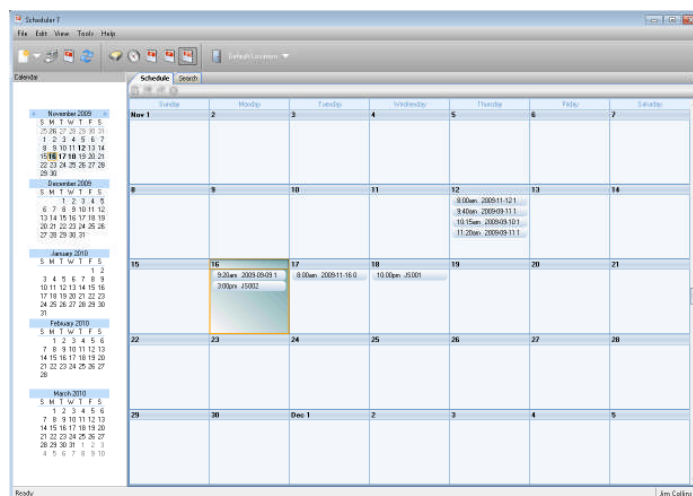


INTERFACE AT A GLANCE

The **JAVS Scheduler 7** interface is designed with ease of operation in mind. JAVS Scheduler offers several views to the user for their convenience in session scheduling. The **Month** view gives the user a full look at the month's session schedules by Name and/or by Department (Department Filtering only).



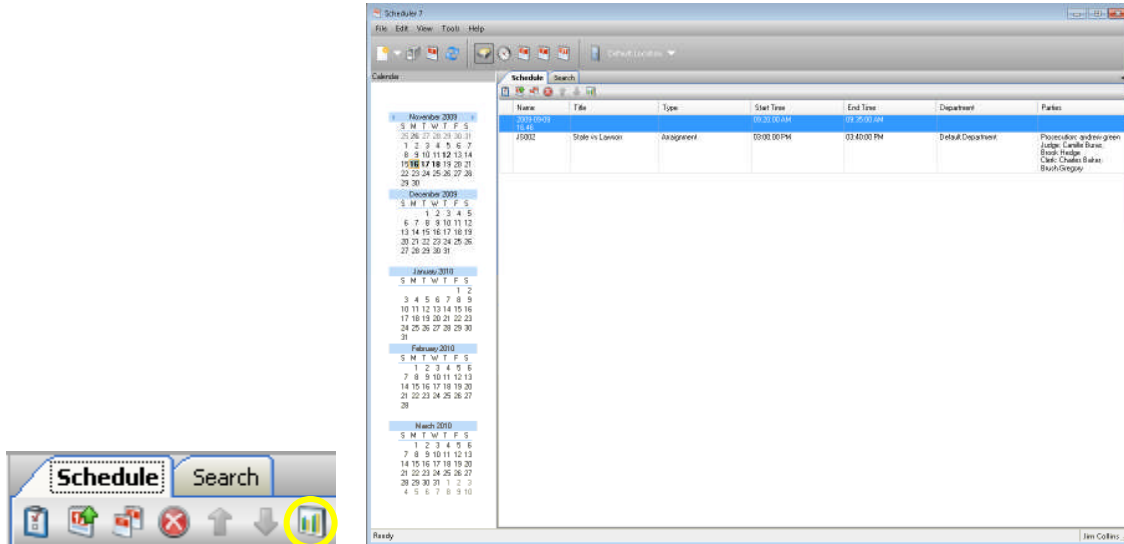
All views can maintain the side calendar window for easy month to month navigation.



The **Single Day By Order** view displays the most information about a session.

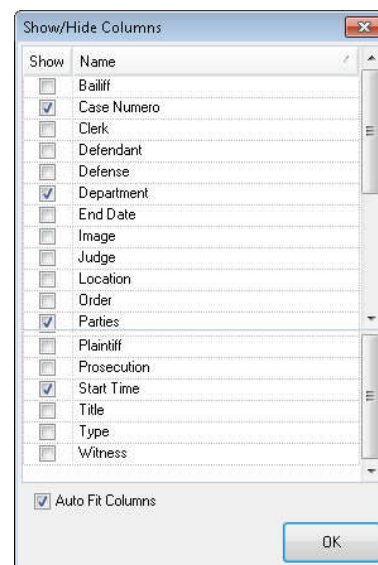


This view has a row of default data fields in which the user can view schedules and session information. Information columns can be customized through the Show/Hide Columns command. (see [Show/Hide Columns](#))

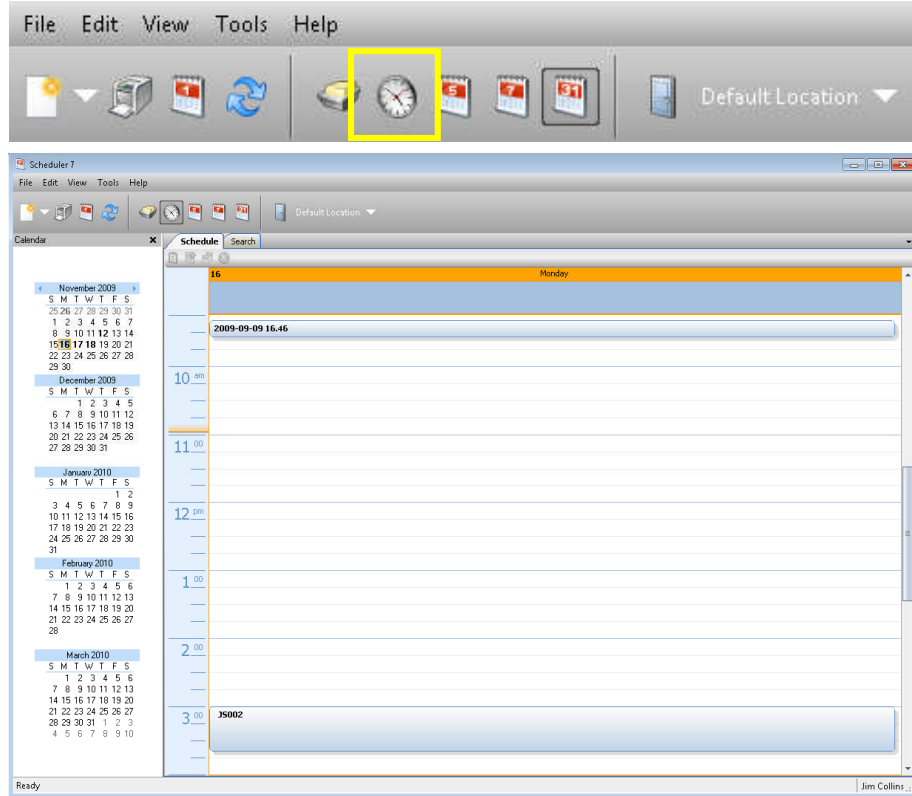


The Show/Hide Columns command will allow the user to view any or all of the available columns.

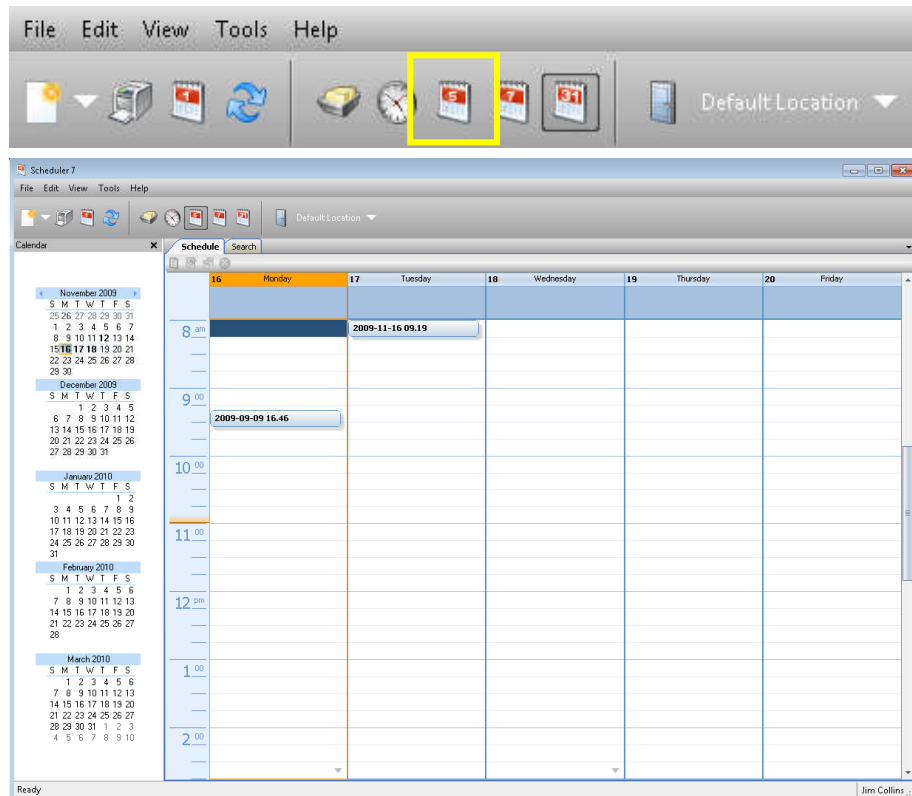
The **Auto Fit Columns** checkbox, if checked, will try to fit all columns into the current view without using a scrollbar to view all the columns



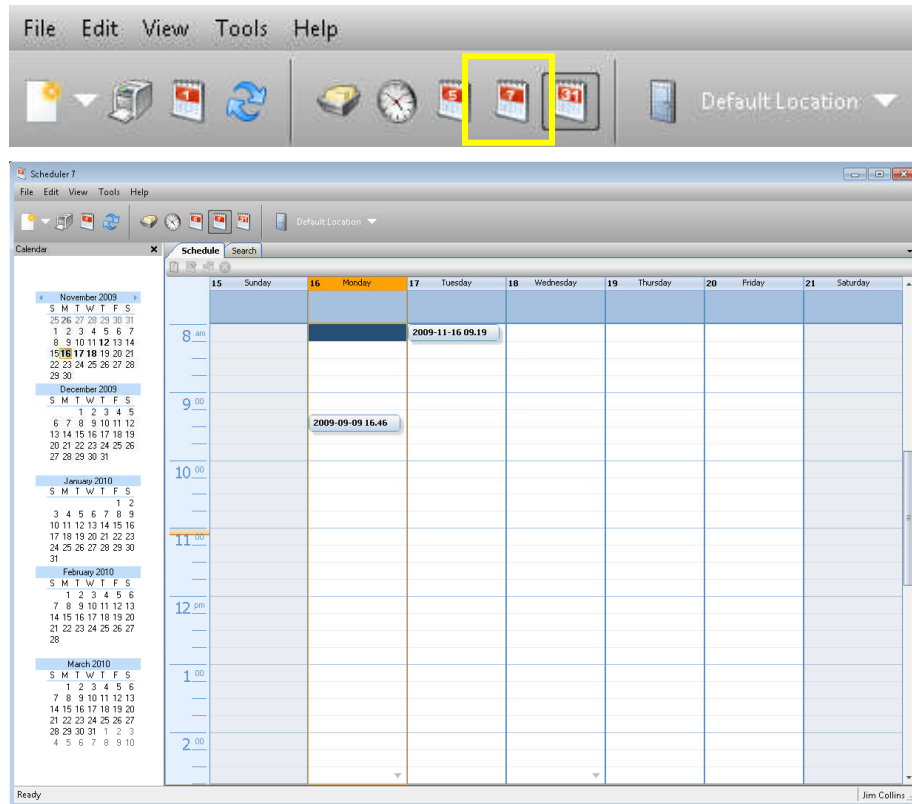
The **Single Day By Times** view will give the user a view of an entire day's schedules in increments of time of day.



The **Work Week** view will show the user the selected week of schedules from Monday to Friday by time of day.



The **Week** view will show the user the selected week of schedules from Sunday to Saturday by time of day.



Each view will allow the user to view the schedules by individual locations or by **All Locations** in the site if multiple locations exist. (JAVS Server)



The **Today** button is available in all views and will set the calendar to today's date. **Today** will be indicated by an **orange day bar** (Single Day By Times, Week and Work Week) or by an **orange square** around the date (Month view).



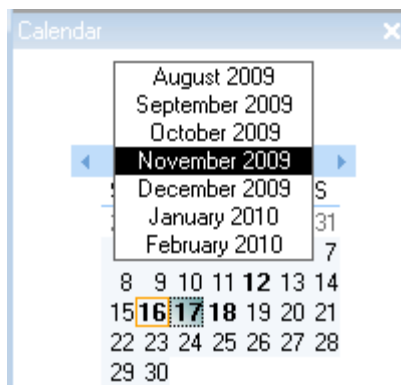
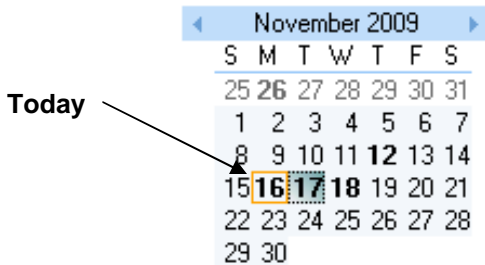
09	Sunday	10	Monday	11	Tuesday	12	Wednesday	13	Thursday	14	Friday	15	Saturday
3	7:00pm JDG2 ✓ 7:20pm JDG1 ✓ 7:45pm DEFL ✓	4	8:00am 2008- ✓ 8:00am CR2- ✓ 4:40pm time2 ✓	5	4:15pm U2 ✓								
10		11	2008-02-28 10.0 CSE-D2 06CR40 2008-03-05 14.4	12									

Single Day By Times, Week and Work Week View
(Orange Day Bar)

Month View
(Orange Square)

The **Side Calendar** provides ease of navigation from month to month.

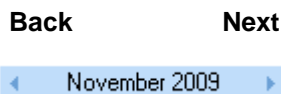
Bold dates indicate there is a schedule or multiple schedules entered for that date. Screen size settings will determine how many months are displayed at a time. The **Today** indicator will also be present as an orange square around today's date.



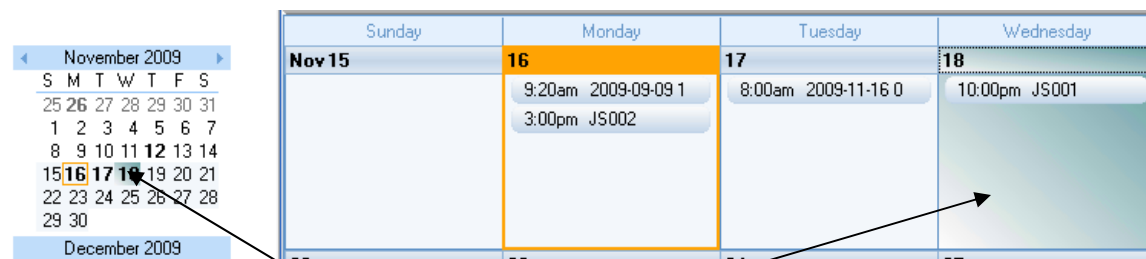
Click once and hold on the **date bar** and a pull down menu will allow you an alternate way to choose the month in which you wish to schedule a session.



You can navigate the side calendar by selecting a date in the side calendar or using the scroll wheel on your mouse, or you can use the **Next** and **Back** arrows located on the top month of the side calendar.



Selecting any day in the side calendar will set any view to that date and be indicated by a teal color selection of the day.



Selected Day

Locations:

This **Locations pulldown** allows the user to select the locations for scheduled appointments, and will only be available when multiple courtrooms exist on a JAVS Server. The Locations command is also accessible through the **View** menu item.

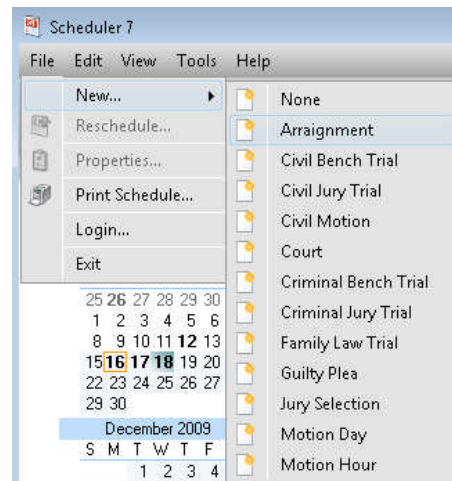
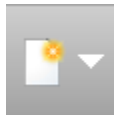


CREATING A NEW SESSION

New Session Window

To create a new session:

1. Select a date in the calendar and press the **New icon** or select **File>New** and select a session type.



The **New Session** dialog window appears with the session type you selected and all associated session group fields for that session.

New Session

Name: Type:

Title: Department:

Exhibit:

Plaintiff:

Prosecution:

Defendant:

Defense:

Witness:

Judge:

Bailiff:

Clerk:

Load Default Parties Add to Schedule Cancel

2. You can enter your own session Name, or use the number auto-generated by JAVS Scheduler 7. The number consists of the year, month, day and time of day. Each time a new session is started, JAVS Scheduler 7 will generate a unique number based on these parameters. If more than one session is scheduled within 1 minute, JAVS Scheduler will add a "-1, -2, etc." to the end of the number to keep it unique.

Name

3. Enter the Name of the session you are scheduling in the **Name** field. Next, you can enter the title of the session, if any, in the **Title** field.

Name

Title

4. You can change the Session Type by using the **Type** pull down. Since different Session Types can have different Group fields, if a type you select has a different set of group fields, then only those fields which are the same will retain entered party information.

Type

Department

5. You can change the Department by using the **Department** pull down. If Department Filtering is used, only those users assigned to the selected department will be able to access this session.

Type

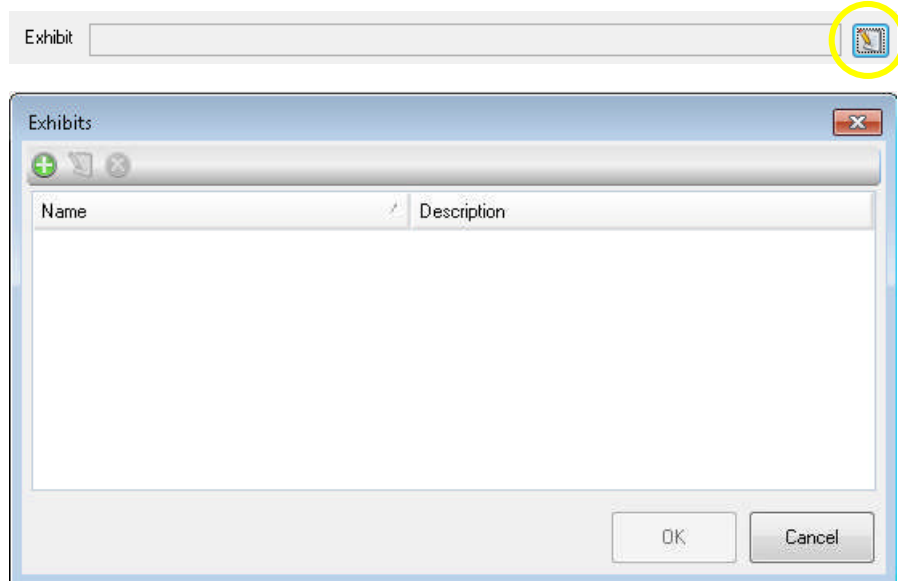
Department

Administrator Note: Since an Administrator has all security rights, they will be able to change a session to any department. **Warning:** This could prevent those users who belong only to the current department assignment for the session to not be able to access this session.

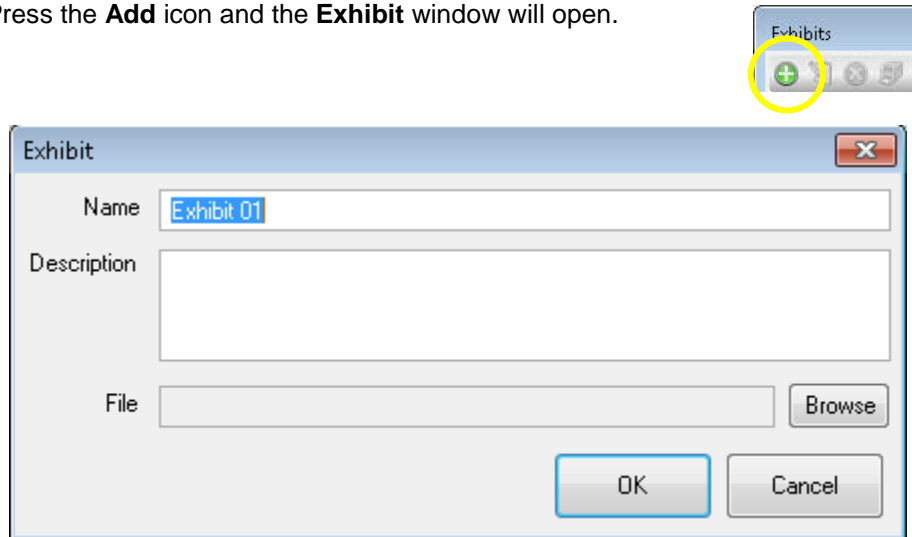
Parties and Exhibits

Entering Exhibits

6. Select the Icon to the right of the **Exhibit** field and the **Exhibits** window will open.

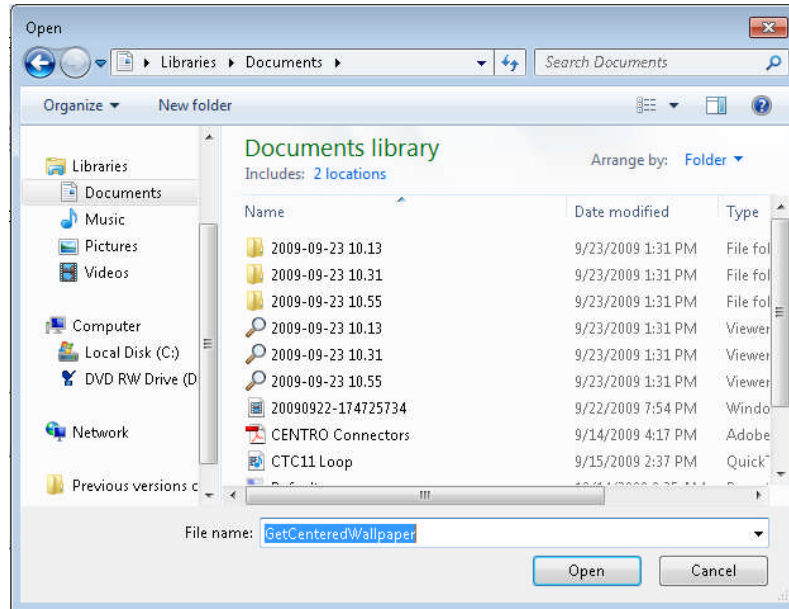


7. Press the **Add** icon and the **Exhibit** window will open.

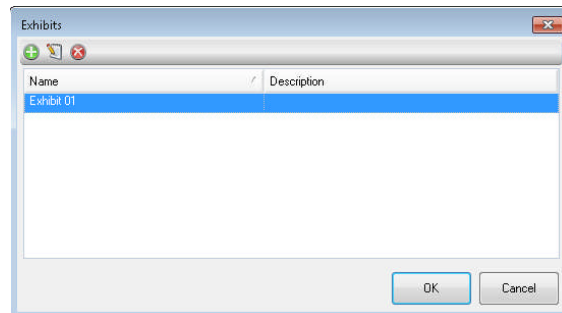




8. You can choose to accept the auto-generated text or type in your own name in the **Name** field.
9. If needed, give the Exhibit a description in the **Description** field.

10. If there is a file associated with the exhibit, such as a picture file or a presentation file, you can select the **Browse** button and the **Open dialog** will open and allow you to locate your file. When located, press the **Open** button. Your file will appear in the File field.



11. Press the **OK** button in the **Exhibit** window and your exhibit with its description will appear in the **Exhibits** window. Three other icons now become available.



12. Use the **Edit** icon to change the information in the selected exhibit. 
13. Use the **Delete** icon to remove an exhibit from the session. 
14. Press the **OK** button in the **Exhibits** window and you will return to the New Session window.

Entering Parties

Parties are assigned to a Session Group and can belong to multiple Session Groups. Any name that appears in any of the group fields belong to that group, so the party's name could appear in more than one of the group fields.

Parties associated with the case will be entered through the group fields. You can enter the name of the party by directly typing in the appropriate group field. If more than one name is to be typed, place a semi-colon between each name.

1. Type in a name or names in one of the group fields.

The 'New Session' dialog box contains the following fields:

- Name: JS202
- Type: Arraignment
- Title: State vs Williams
- Department: Default Department
- Exhibit: Exhibit 01;
- Plaintiff: Karen Williams; John Younce;
- Prosecution:
- Defendant:
- Defense:
- Witness:
- Judge:
- Bailiff:
- Clerk:

Buttons at the bottom: Load Default Parties, Add to Schedule, Cancel.

Session Groups

2. If you wish to add personal information at this time you can double-click on one of the names and the **Party Information** window will open. (see [Session Properties](#)).

Plaintiff: Karen Williams; John Younce;

The 'Party Information' dialog box contains the following fields:

- First Name: John
- Last Name: Younce
- Middle Initial:
- Prefix:
- Suffix:
- Birth Date:
- Identifier:

Buttons: Add..., Edit..., Delete...


Line One	Line Two	Zip Code	State	City	Primary

Buttons at the bottom: OK, Cancel.

3. If you have personal default parties already set, you can press the **Load Default Parties** button and your personal parties will be loaded. (see [User Preferences](#)).



4. If some parties are already in the database, you can find them by pressing the **Search** button to the right of the field. The **Available Parties** window will open. This window will show a list of parties that have already been assigned to this group.

Plaintiff 

 A window titled 'Available Parties' with a search bar at the top containing the text 'Daniel'. Below the search bar is a checkbox labeled 'Search all parties'. Underneath is a table with the following data:

Last Name	First Name	MI	Birth Date	Identifier
Dawson	Benny			
Jonas	Daniel			

 At the bottom of the window are two buttons: 'Insert' (with a downward arrow icon) and 'Close'.

5. Select a party and press the **Insert** button, or simply double-click on the party. The party will be pushed from the list to the group field.



6. To search for a specific name in this group, type in the name or part of the name in the **Search Field** and press the **Search** button.

Available Parties 

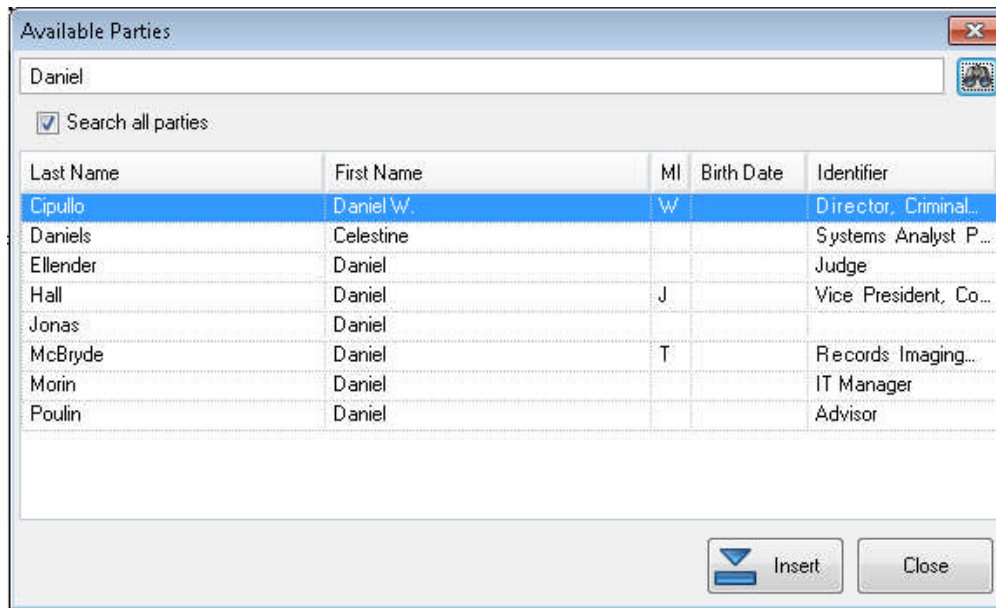


 A window titled 'Available Parties' with a search bar at the top containing the text 'Daniel'. Below the search bar is a checkbox labeled 'Search all parties'. Underneath is a table with the following data:

Last Name	First Name	MI	Birth Date	Identifier
Jonas	Daniel			

 The row for 'Jonas, Daniel' is highlighted in blue. At the bottom of the window are two buttons: 'Insert' (with a downward arrow icon) and 'Close'.

7. To search the database for all parties, in any group, select the **Search All Parties** checkbox and then press the **Search** button. This will give you a list of all parties that have a party assignment.



Available Parties

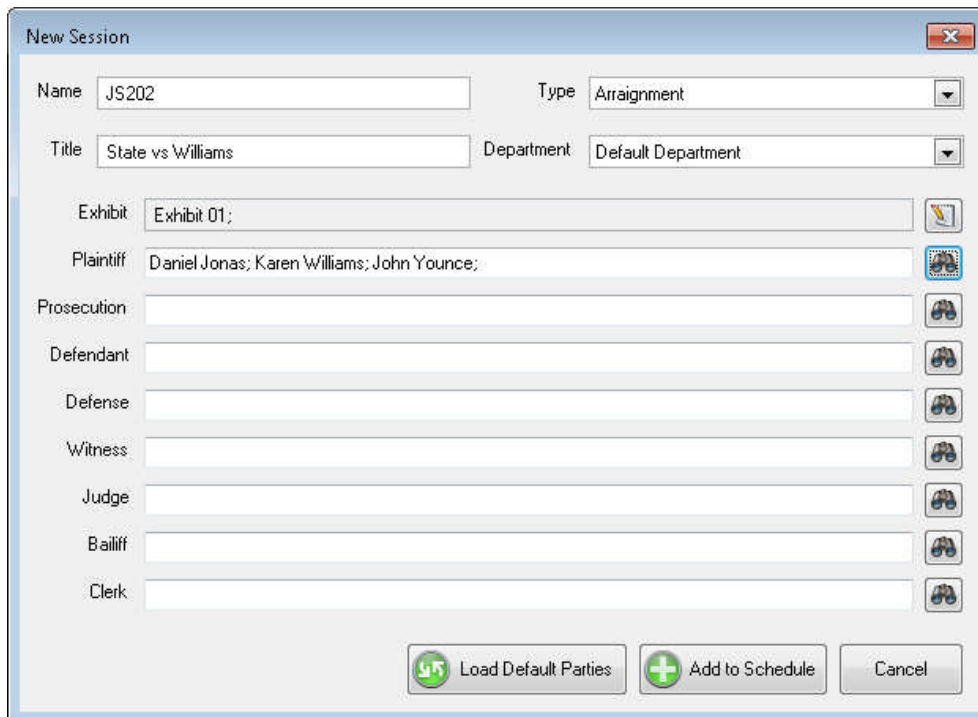
Search: Daniel

☒ Search all parties

Last Name	First Name	MI	Birth Date	Identifier
Cipullo	Daniel W.	W		Director, Criminal...
Daniels	Celestine			Systems Analyst P...
Ellender	Daniel			Judge
Hall	Daniel	J		Vice President, Co...
Jonas	Daniel			
McBryde	Daniel	T		Records Imaging...
Morin	Daniel			IT Manager
Poulin	Daniel			Advisor

Insert Close

8. When finished selecting parties, press the **Close** button and you will return to the **New Session** window.



New Session

Name: JS202 Type: Arraignment

Title: State vs Williams Department: Default Department

Exhibit: Exhibit 01;

Plaintiff: Daniel Jonas; Karen Williams; John Younce;

Prosecution:

Defendant:

Defense:

Witness:

Judge:

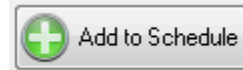
Bailiff:

Clerk:

Load Default Parties Add to Schedule Cancel

9. All parties are entered into their respective group fields in the same manner.

- Press the **Add to Schedule** button in the New Session window and the New Schedule window will open.



New Schedule - JS202

Location: Default Location

Start Time: 11/17/2009 08:00 AM

Stop Time: 11/17/2009 08:15 AM

+ Add to Schedule Cancel

- If applicable, select the courtroom with the **Location** pull-down. (JAVS Server only)

Location: Courtroom One

Start Time: Courtroom Two

- The **Start** and **Stop** time fields will be populated with the selected date and the current time of day with a duration of 15 min. Change the date with the **Month pull-down** or the time with the **Time Select Cells**.

Start Time: 11/17/2009 08:00 AM

Stop Time: November, 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Bailiff: ☐

Clerk: ☐ Today: 11/17/2009

08:00 AM

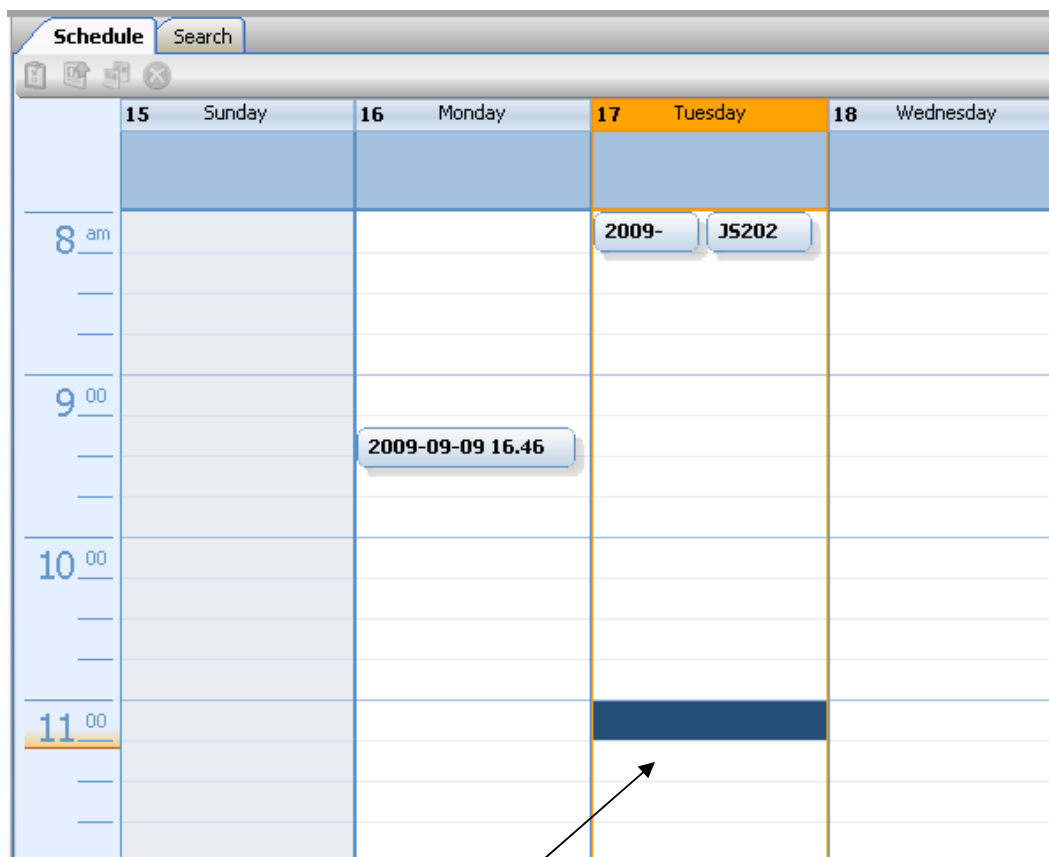
AM:	12	1	2	3	4	5	6	7	8	9	10	11
PM:	12	1	2	3	4	5	6	7	8	9	10	11

:00	:05	:10	:15	:20	:25
:30	:35	:40	:45	:50	:55

Hours

Minutes

13. You can schedule sessions by time in the Day by Times, Work Week and Week views. These views have time increments of time of day for each day in the calendar. In any of these views, you can double click a time for a particular date and the New Schedule window will show that time and date. (This method will give you a blank Session Type, so you will have to choose the session type from the Type pull-down in the New Session window).



In this scenario, we will double click on November 17 at 11:00 am in the Week view. After entering default and party information, the New Schedule window will already have the proper date and time for the session. Change the Stop time if appropriate. (The Start and Stop time duration will always default at 15 min. increments).

Auto Schedule

The Auto Schedule function allows the user to schedule a session at a specific time and date and have the session automatically start and stop through the AutoLog 7 interface.

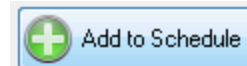
To create an Auto Schedule:

1. Use the **Auto Start/Stop** pull downs to select an auto function. The choices for automatically starting are; **No Auto Start, On Time, 5 minutes early, 10 minutes early and 30 minutes early.** The choice for automatically stopping a session is **No Auto Stop and On Time.**

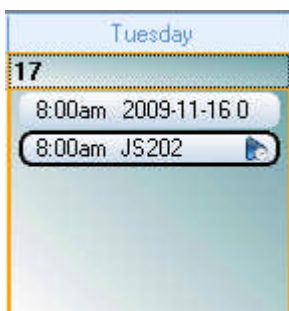
Auto Start

Auto Stop

2. After all appointment information has been entered, press the **Add to Schedule** button in the **New Schedule** window.



JAVS Scheduler will return to the current calendar view with the newly scheduled appointment with a timer icon indicating an auto schedule. This session is now ready to be used in JAVS AutoLog 7 and will appear in the **Scheduled Today** tool in the AutoLog 7 interface.



JAVS Scheduler 7 Features

JAVS Scheduler 7 has a variety of editing and information tracking features that can be useful in keeping schedules, changing schedules, removing schedules, adding personnel to the schedule and finding information on parties who have been previously entered into the system. These parties can be searched out and added to the schedules along with changing their personal information. There are also different views in which these operations can be performed. This section will go into detail on how to edit and maintain your JAVS Scheduler 7 information.

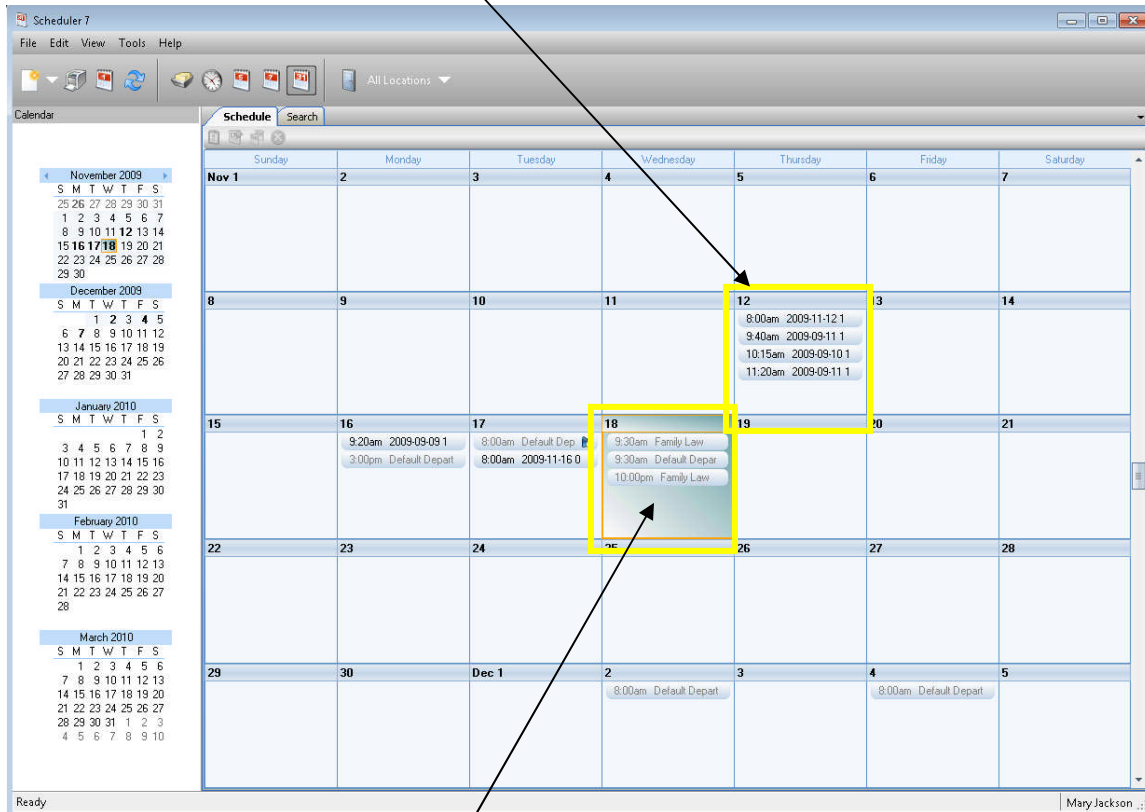
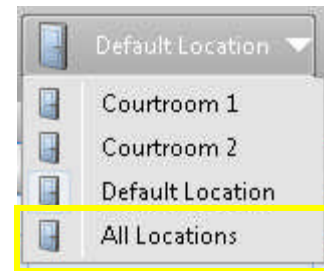
There are several views in JAVS Scheduler 7 that allow the user freedom and flexibility to view, edit and reschedule cases. Choose the calendar view that suits your needs best.



In the **Locations** selector, with **All Locations** selected (JAVS Server only), the user can view and edit schedules for all locations or individual locations in that particular site.

Note: Administrators have the “View_All_Departments” security right, so they will be able to access all sessions in any view.

Sessions that can be viewed by department user. (Own Department).



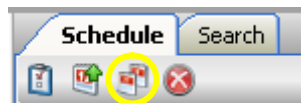
Sessions that cannot be viewed by department user. (Other Departments)

Department filtering allows users have access to specifically assigned departments. Departments are created in JAVS SiteManager and users are assigned to those departments. A user can be assigned to all departments or a select few and are set up by your JAVS technician. Once assigned to a department, the user will only have availability to those sessions that are a part of their particular department(s), other department sessions will be grayed out..

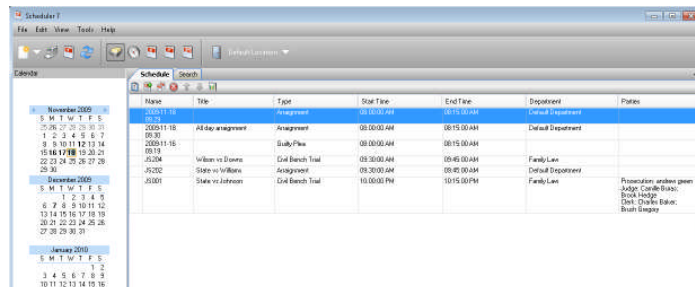
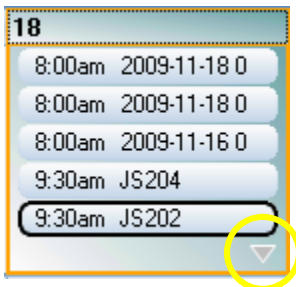
27	28
2:55pm Department ✓	8:00am Default Depart
	8:30am Department ✓
	10:30am 2008-02-2 ✓
	11:20am 2008-02-28 1
	10:10pm time4 ✓
	10:30pm timeb ✓

3	4
7:00pm JDG2 ✓	8:00am 2008-02-29 ✓
7:20pm JDG1 ✓	8:00am CR2-A ✓
7:45pm DEFLT5 ✓	4:40pm time2 ✓
10	11
	7:14am 2008-02-28 10
	1:25pm CSE-D2
	2:50pm 2008-03-05 14

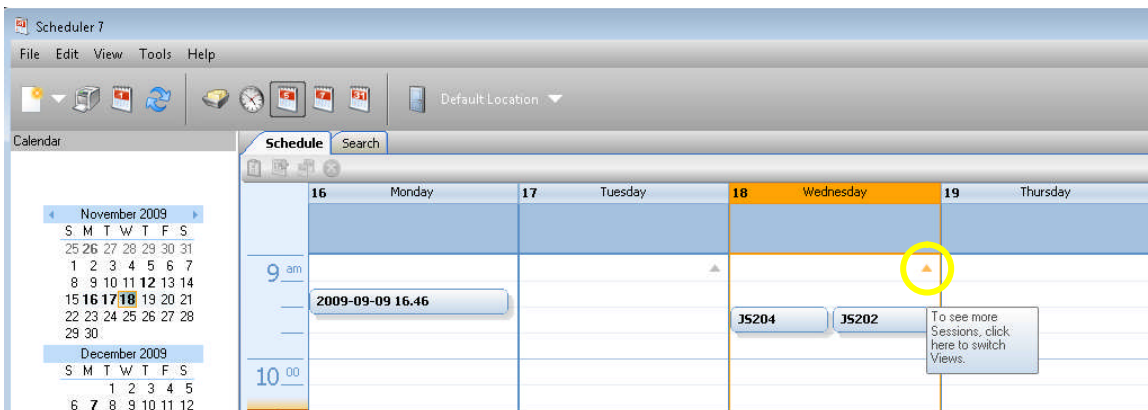
A green check mark indicates that the schedule has been completed. A completed schedule cannot be deleted or re-scheduled, but can be added as a new schedule on another day by using the **Copy To** command.



When more schedules than can be displayed in the Month view are present, there will be a small down arrow at the bottom of the day cell. Clicking the arrow will take you to the Single Day by Order view so all schedules for that day can be viewed.

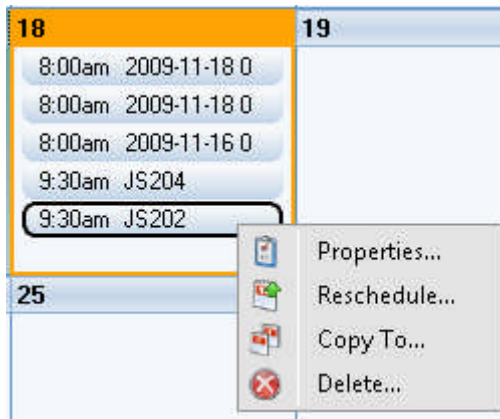
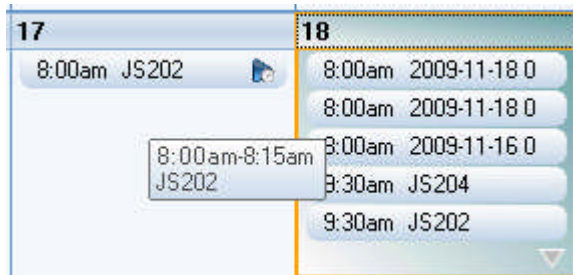


In the Week, Work Week and Single Day By Time views, this arrow will be present in each day that has a schedule outside of the current view. Pressing the arrow will advance the view to show you more schedules for that given day.



CHANGING AND ADDING SCHEDULE INFORMATION

Once a New Schedule has been created, all the information pertaining to that schedule can be edited. Holding your mouse pointer over a schedule will show a pop-up window with the session number and start and stop times.



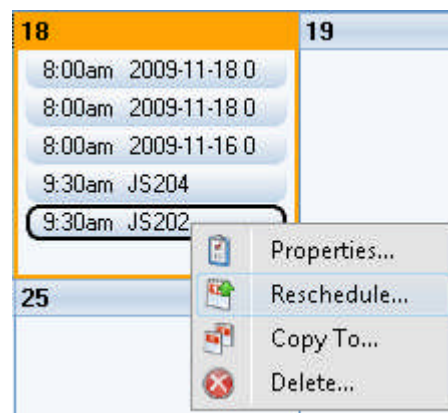
By selecting a schedule and right clicking will show a drop down menu. These commands are alternately available for editing schedule properties, re-scheduling or copying schedules to another day or deleting schedules.

Reschedule a Session

The **Reschedule** command will allow the user to move a schedule to another day and/or time of day.

To reschedule a session:

1. Select a scheduled to be changed.
2. Do one of the following:
 - A. Select the menu item **File>Reschedule**.
 - B. Right click on the selected schedule and select **Reschedule**.
 - C. Press the **Reschedule** button located on the Schedule toolbar.



3. The **Edit Schedule** window for the selected session will open.

4. You can change the location of the scheduled session by using the **Location** pull down. (JAVS Server only).
5. Change the Day and Times using the **Date/Time pull downs** or highlight a cell and type in the information.

Date/Time pull downs

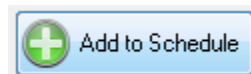
Auto Times

6. Click on the Date pull down and a calendar will appear. Select the new date for the rescheduled session. Selecting the **Today** icon will set the date to the current day.

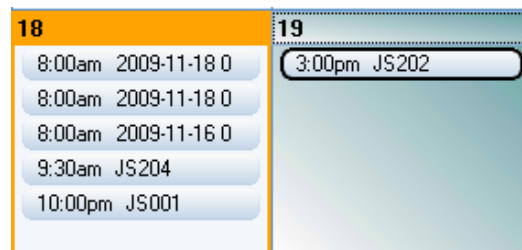
7. If Auto Start or Auto Stop is desired, use the Auto Times pull downs to set the appropriate auto times.

8. Click on the Time pull down and a time bar will appear. You can select any time in the AM/PM hours rows as well as select increments of 5 minutes in the minutes rows. To set hours only, double-click a time in the AM/PM rows.

9. Once the new times and dates have been set, press the **Add to Schedule** button and the changes will be reflected in the current view. This schedule has been moved from the 18th to the 19th.



Rescheduling can also be achieved through dragging schedules from day to day or time to time in the different views:



Month View: From the month view you can select and drag a schedule to any other day in the view. That schedule will now be scheduled for that day at the time of day it was originally scheduled.

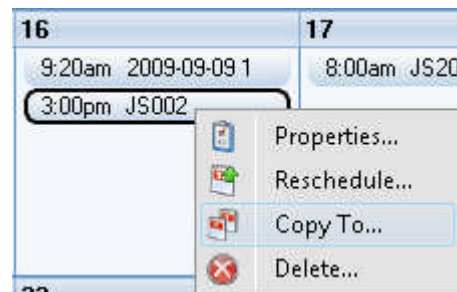
Week, Work Week, Day by Times: From these views you can drag any schedule to any day in the view as well as place it on a day in 15 min. increments of time of day.

Copy To

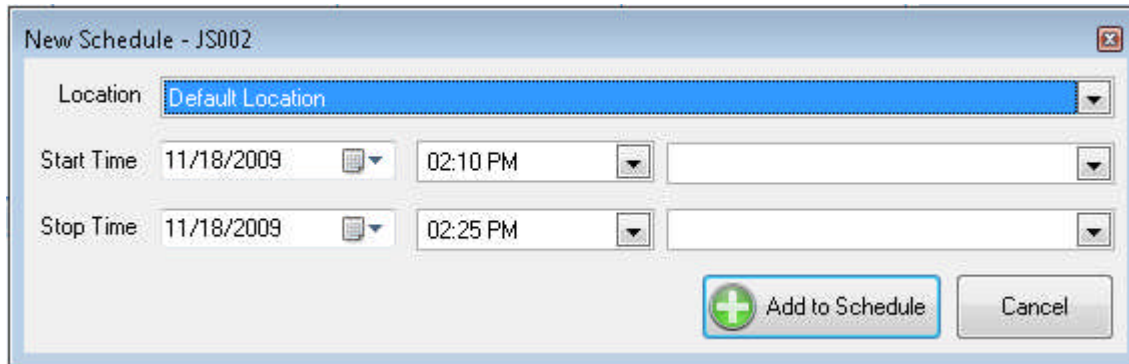
The **Copy To** command will allow the user to copy a schedule that is already completed to another day, as well as schedule multiple days for the same session.

To copy a schedule to another day:

1. Select a schedule to copy to another day.
2. Do one of the following:
 - A. Select the menu item **Edit>Copy to**.
 - B. Right click on the selected schedule and select **Copy to**.
 - C. Press the **Copy to** button located on the Schedule toolbar.



3. The **New Schedule** window will open with the current date and time.



The 'New Schedule - JS002' dialog box contains the following fields and buttons:

- Location:** A dropdown menu showing 'Default Location'.
- Start Time:** A date field set to '11/18/2009' with a calendar icon, a time dropdown set to '02:10 PM', and an empty dropdown for AM/PM.
- Stop Time:** A date field set to '11/18/2009' with a calendar icon, a time dropdown set to '02:25 PM', and an empty dropdown for AM/PM.
- Buttons:** 'Add to Schedule' (with a green plus icon) and 'Cancel'.

4. Change the schedule information as needed and press the **Add to Schedule** button and the changes will be reflected in the current view. This schedule has been copied from the 16th and added to the 19th.

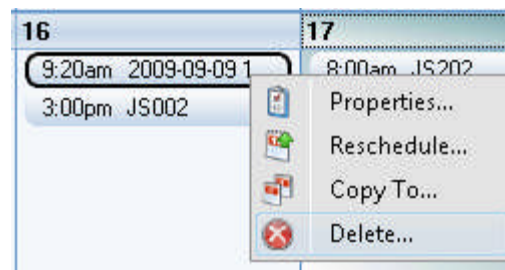
16	17	18	19
9:20am 2009-09-09 1 3:00pm JS002	8:00am JS202	8:00am 2009-11-18 0 8:00am 2009-11-18 0 8:00am 2009-11-16 0 9:30am JS204 10:00pm JS001	2:10pm JS002 3:00pm JS202

Delete A Schedule

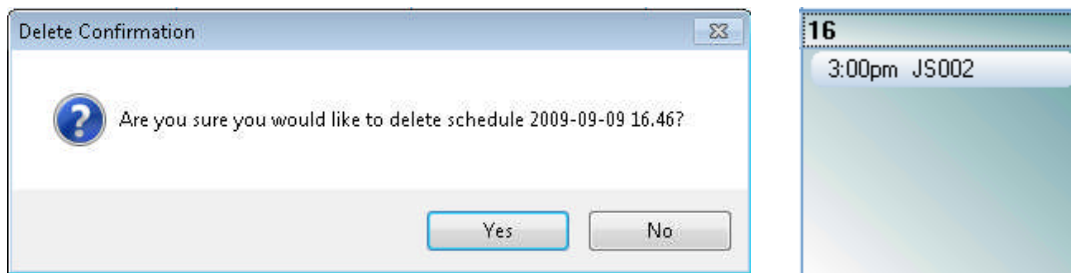
The **Delete Schedule** command will allow the user to delete a schedule that has not been completed.

To delete a schedule:

1. Select a schedule to delete.
2. Do one of the following:
 - A. Select the menu item **Edit>Delete**.
 - B. Right click on the selected schedule and select **Delete**.
 - C. Press the **Delete** button located on the Schedule toolbar.



3. A **Delete Confirmation** message will appear. Select **Yes**, and the schedule is removed from the calendar.



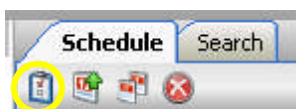
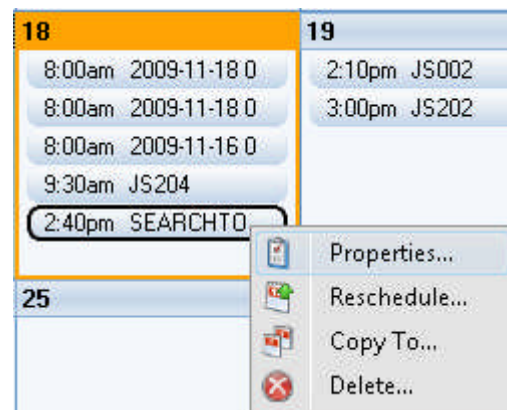
Note: Schedules that have already been completed cannot be deleted.

Session Properties

The **Properties** command will allow the user to add parties and exhibits and edit session information.

To Edit Session Properties:

1. Select a schedule to edit session information.
2. Do one of the following:
 - A. Select the menu item **File>Properties**.
 - B. Right click on the selected schedule and select **Properties**.
 - C. Press the **Properties** button located on the Schedule toolbar.
3. The **Session Properties** window will open.



The 'Session Properties' dialog box contains the following fields and controls:

- Name:** SEARCHTOOL
- Type:** Arraignment
- Title:** State vs Wilson
- Department:** Default Department
- Exhibit:** Exhibit 01; Exhibit 02; Exhibit 03;
- Plaintiff:** Benny Dawson;
- Prosecution:** Jim Jones;
- Defendant:** Bryan Wilson;
- Defense:** Dave Clark;
- Witness:** Debbie Simpson; Keisha Thomas; Kevin Williams;
- Judge:** Francis Allegra;
- Bailiff:** Nancy Downs;
- Clerk:** Felicia Cannon;

At the bottom, there are three buttons: 'Load Default Parties' (with a green icon), 'Save' (with a floppy disk icon), and 'Cancel'.

4. You can change the session name by typing directly in the **Name** field. If this is a new name, all related sessions will also be re-named. If the name is an existing one, only the selected session's name will be changed and become associated with the existing session.

Session Properties

Name

Title

5. You can change the session title by typing directly in the **Title** field. This will also change the title of all related sessions.

Session Properties

Name

Title

6. You can change the Session Type by using the **Type** pull down. This will only change the session type of this session. Since Session Types can have different Group fields, if a type you select has a different set of group fields, then only those fields which are the same will retain the party information.

Type: Arraignment

Department: Arraignment, Civil Bench Trial, Civil Jury Trial, **Civil Motion**, Court, Criminal Bench Trial, Criminal Jury Trial, Family Law Trial

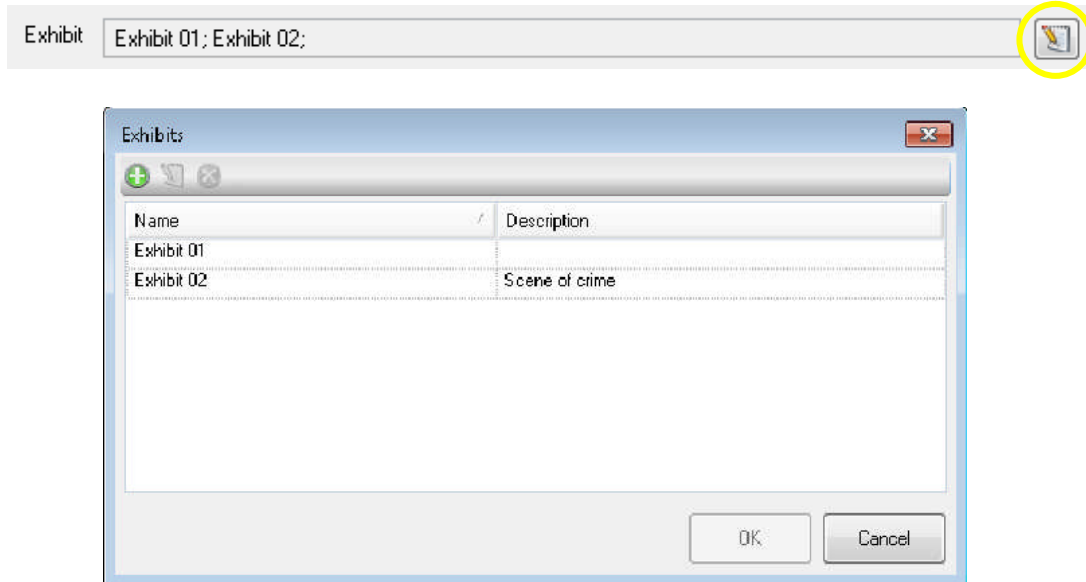
7. You can change the Department by using the **Department** pull down. This will change the Department of all related sessions.

Type: Civil Motion

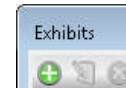
Department: Default Department, Default Department, **Family Law**

Administrator Note: Since an Administrator has all security rights, they will be able to change a session to any department. **Warning:** This could prevent those users who belong only to the current department assignment for the session to not be able to access this session.

8. You can change the Exhibit information or add new exhibits by using the **Edit** button to the right of the **Exhibit** field.
9. The **Exhibits** window will open.



7. You can add a new exhibit to the session by pressing the **Add** icon and the **Exhibit** window will open.

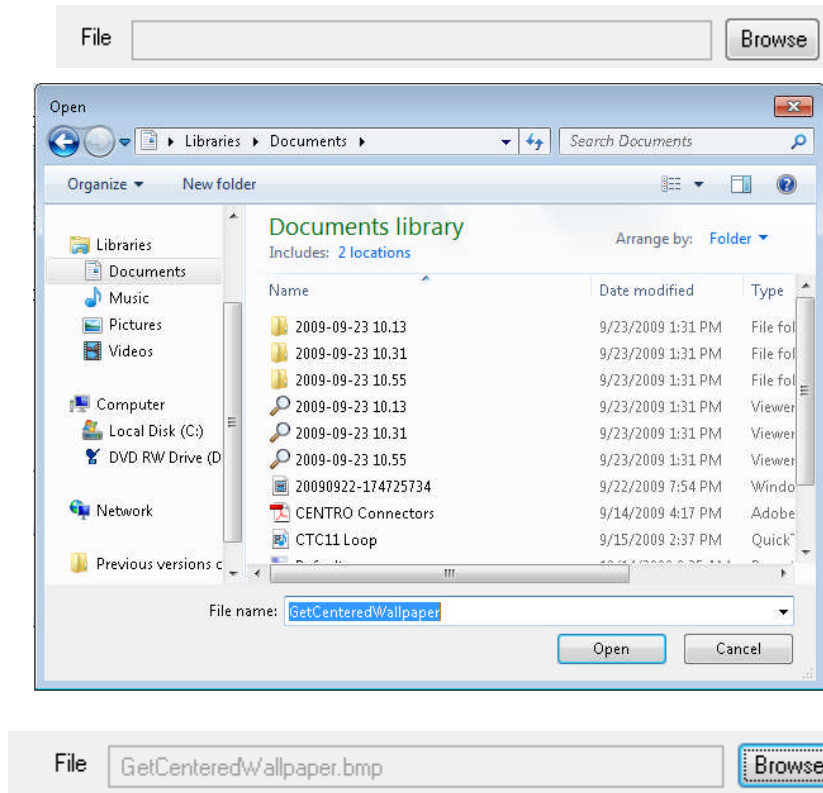


The screenshot shows the 'Exhibit' window. It has a 'Name' field with 'Exhibit 03' entered. Below it is a 'Description' field. At the bottom, there is a 'File' field with a 'Browse' button next to it. At the bottom right are 'OK' and 'Cancel' buttons.

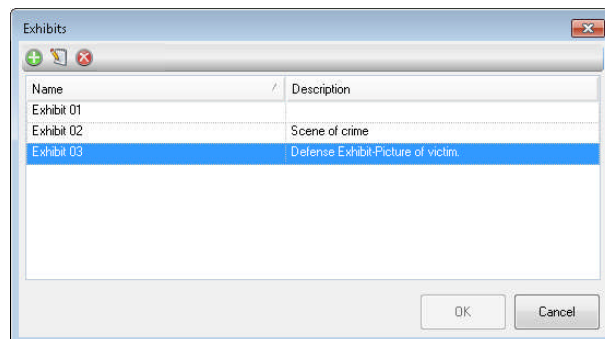
Name	Exhibit 03
Description	
File	


8. You can choose to accept the auto-generated text, or type in your own exhibit name in the **Name** field. Since there are already 2 auto-generated exhibit names in this session, AutoLog 7.0™ will generate the next successive number.
9. If needed, give the Exhibit a description in the **Description** field.

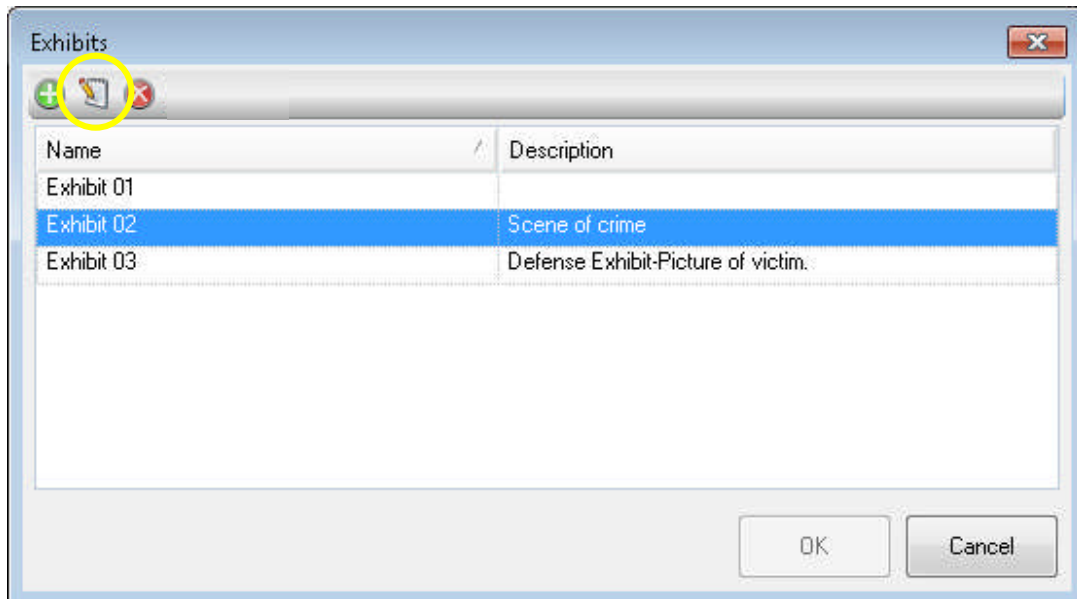
10. If there is a file associated with the exhibit, such as a picture file or a presentation file, you can select the **Browse** button and the **Open** dialog will appear and allow you to locate your file. When located, press the **Open** button. Your file will appear in the File field.



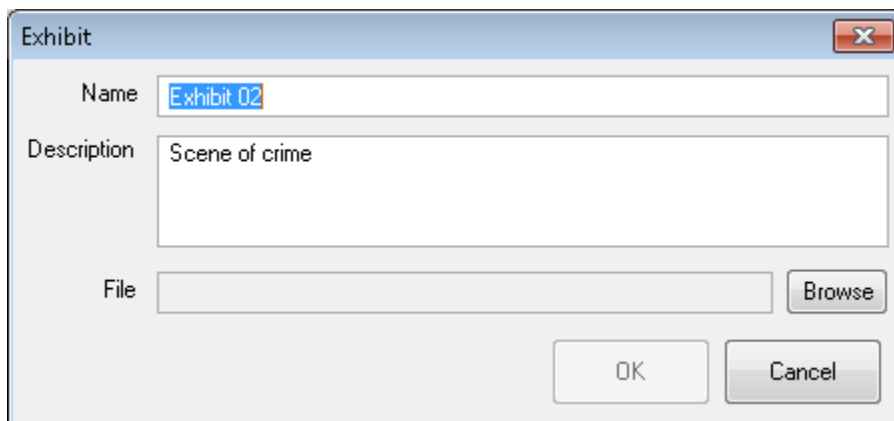
11. Press the **OK** button in the **Exhibit** window and your new exhibit with its description will appear in the **Exhibits** window.



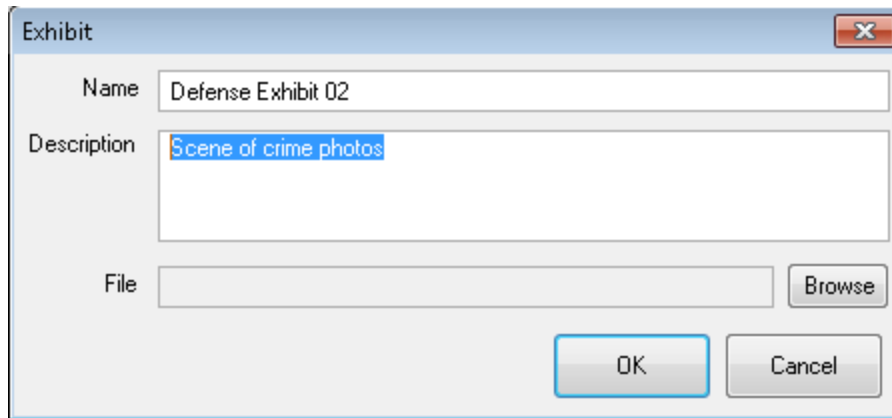
12. You can edit the information for an existing exhibit by selecting the exhibit to be edited and pressing the **Edit** icon  , or simply double click the exhibit to be edited.
13. The **Exhibit** window for the selected exhibit will open



14. Type directly in the **Name** field to make any changes.

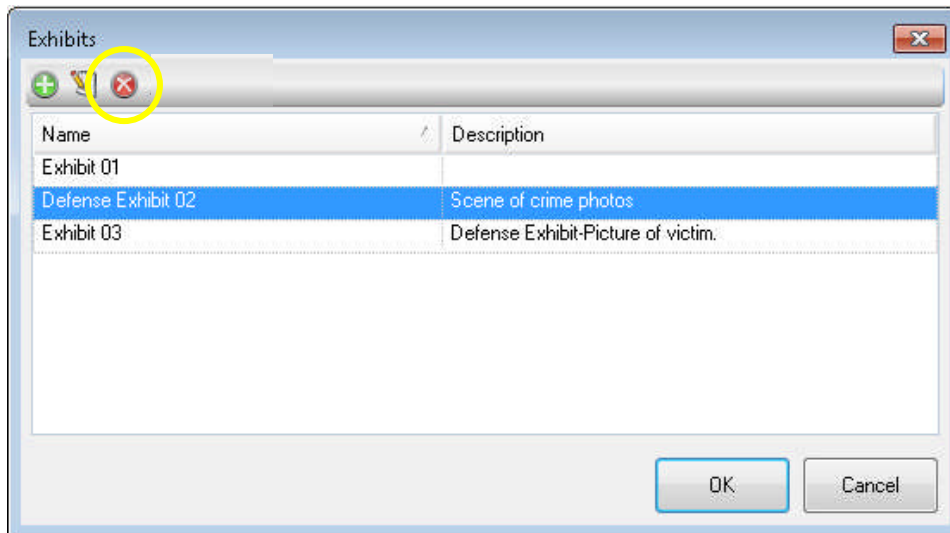


15. Modify the Description field by typing directly in the **Description** field.



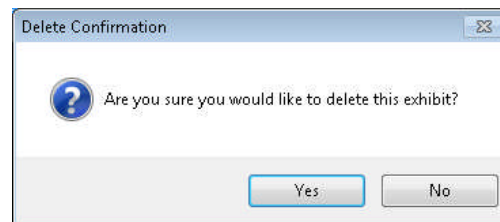
The 'Exhibit' dialog box is shown. It has a title bar with a close button. Inside, there are three fields: 'Name' with the text 'Defense Exhibit 02', 'Description' with the text 'Scene of crime photos' (which is highlighted in blue), and 'File' which is empty. To the right of the 'File' field is a 'Browse' button. At the bottom are 'OK' and 'Cancel' buttons.

16. You can attach a file to the exhibit by using the **Browse** button and navigating to where the file is located.
17. Press the **OK** button and you will return to the **Exhibits** window.
18. An exhibit can be removed from a session (if it hasn't been logged) by using the **Delete** icon located on the Exhibits toolbar.



The 'Exhibits' window is shown. It has a title bar with a close button. Below the title bar is a toolbar with three icons: a green plus sign, a yellow question mark, and a red minus sign (which is circled in yellow). Below the toolbar is a table with two columns: 'Name' and 'Description'. The table contains three rows: 'Exhibit 01', 'Defense Exhibit 02' (which is highlighted in blue), and 'Exhibit 03'. The 'Description' column contains 'Scene of crime photos' for 'Defense Exhibit 02' and 'Defense Exhibit-Picture of victim.' for 'Exhibit 03'. At the bottom are 'OK' and 'Cancel' buttons.

19. Select the Exhibit to be removed and press the **Delete** icon.
20. A **Delete Confirmation** screen will appear. Select **Yes** to remove the Exhibit.

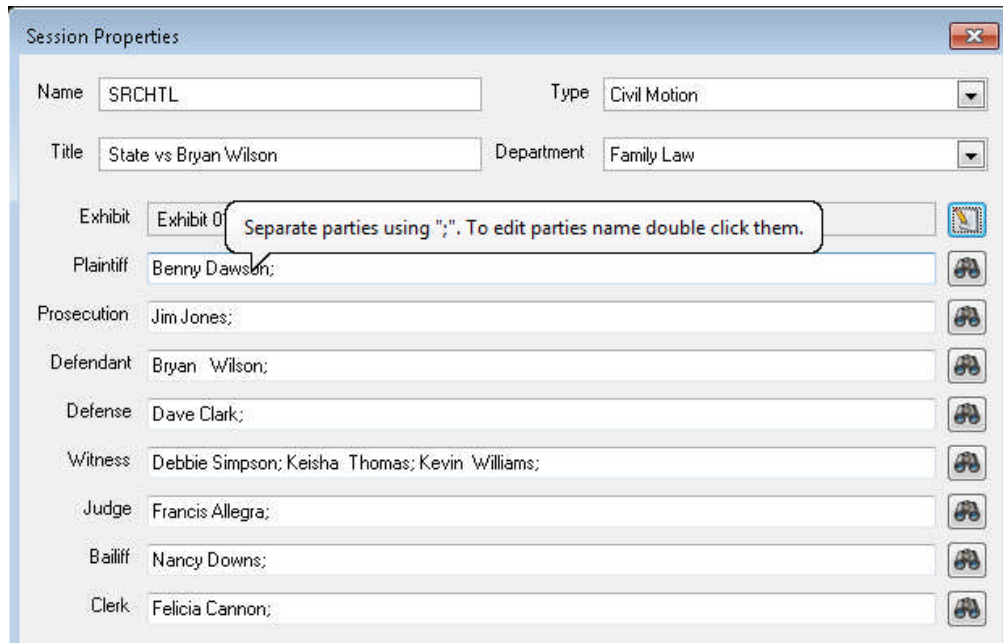


The 'Delete Confirmation' dialog box is shown. It has a title bar with a close button. Inside, there is a question mark icon and the text 'Are you sure you would like to delete this exhibit?'. At the bottom are 'Yes' and 'No' buttons.

21. Press the **OK** button in the **Exhibits** window and you will return to the Session Properties window with any changes made to the exhibits field.

Exhibit 


31. All party information in the Group fields is accessed in the same way. You can add a new party to any field by typing directly in the group field. Ensure there is a semi-colon between each name.



Session Properties

Name Type

Title Department

Exhibit 

Plaintiff

Prosecution

Defendant

Defense

Witness

Judge

Bailiff

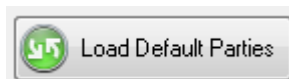
Clerk

32. If the Party already exists in the database, Scheduler 7 will try to auto-fill the field by showing you a list of names to choose from.


Plaintiff

Prosecution

33. Use the Load Default Parties button if you already have your personal defaults set. (see [User Preferences](#)).





34. You can also add parties to a group by selecting the **Search** button to the right of the group field. The **Available Parties** window will open. This window will show a list of parties that have been pre-assigned to this group

Plaintiff 

Available Parties

☐ Search all parties

Last Name	First Name	MI	Birth Date	Identifier
Jonas	Daniel			
Williams	Karen			
Younce	John			



 Insert  Close

35. Select a party and press the **Insert** button, or simply double-click on the party. The party will be pushed from the list and added to the group field.

Available Parties

☐ Search all parties

Last Name	First Name	MI	Birth Date	Identifier
Jonas	Daniel			
Williams	Karen			
Younce	John			

 Insert 

36. To search for a specific name in this group, type in the name or part of the name in the **Search Field** and press the **Search** button.

The 'Available Parties' dialog box has a search field containing 'Daniel'. Below the search field is a checkbox labeled 'Search all parties' which is currently unchecked. A table displays search results with the following columns: Last Name, First Name, MI, Birth Date, and Identifier. The first row is highlighted in blue.

Last Name	First Name	MI	Birth Date	Identifier
Jonas	Daniel			

At the bottom right of the dialog are two buttons: 'Insert' (with a blue arrow icon) and 'Close'.

37. To search the database for all parties, in any group, select the **Search All Parties** checkbox and then press the **Search** button. If a party is part of another group and is assigned to a new group, that party will now belong to both groups.

The 'Available Parties' dialog box shows the search field with 'Daniel' and the 'Search all parties' checkbox checked. The table below lists multiple parties.

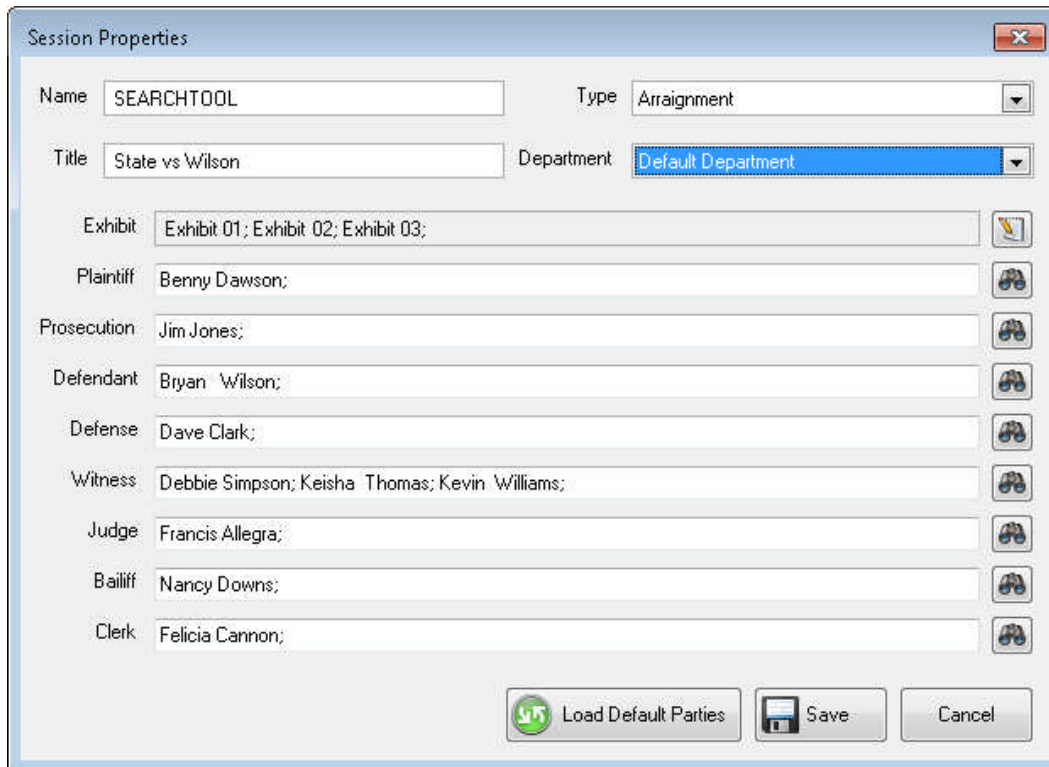
Last Name	First Name	MI	Birth Date	Identifier
Cipullo	Daniel W.	W		Director, Criminal...
Daniels	Celestine			Systems Analyst P...
Ellender	Daniel			Judge
Hall	Daniel	J		Vice President, Co...
Jonas	Daniel			
McBryde	Daniel	T		Records Imaging...
Morin	Daniel			IT Manager
Poulin	Daniel			Advisor

The 'Insert' and 'Close' buttons are at the bottom right.

38. When finished editing parties, press the **Close** button and you will return to the **Session Properties** window.

This image shows a close-up of the 'Insert' and 'Close' buttons from the dialog boxes. The 'Insert' button features a blue arrow icon pointing downwards, and the 'Close' button is a standard rectangular button.

39. If all properties have been edited for this session, press the **Save** button and the new session data will be saved to the database.



The image shows a 'Session Properties' dialog box with the following fields and controls:

- Name:** SEARCHTOOL
- Type:** Arraignment
- Title:** State vs Wilson
- Department:** Default Department
- Exhibit:** Exhibit 01; Exhibit 02; Exhibit 03;
- Plaintiff:** Benny Dawson;
- Prosecution:** Jim Jones;
- Defendant:** Bryan Wilson;
- Defense:** Dave Clark;
- Witness:** Debbie Simpson; Keisha Thomas; Kevin Williams;
- Judge:** Francis Allegra;
- Bailiff:** Nancy Downs;
- Clerk:** Felicia Cannon;

At the bottom of the dialog are three buttons: 'Load Default Parties' (with a green circular icon), 'Save' (with a floppy disk icon), and 'Cancel'.

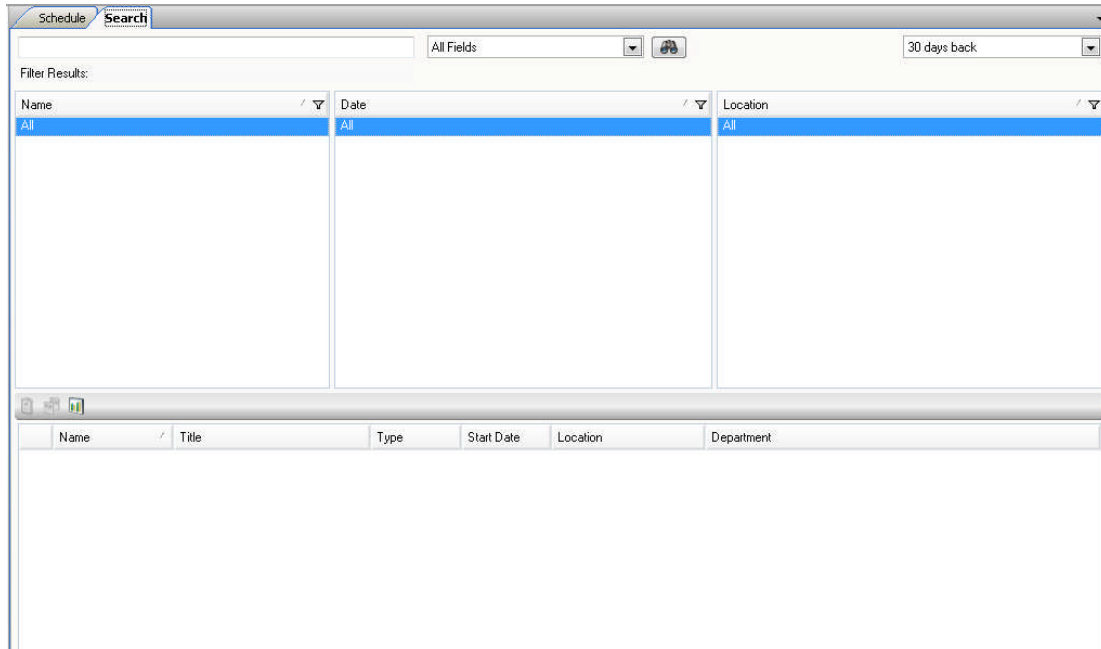
Back to:

[Entering Parties](#)

[Search Tool](#)

SEARCH TOOL

JAVS Scheduler 7 provides many options for searching for sessions. The Search Tool is a tab located next to the Schedule tab. When the tab is selected, the Schedule display will change to the Search Tool.



The Search tool allows you to search in multiple categories with specific or partial search criteria as well as filters to narrow your search. You can also choose how far back in time you wish to search.

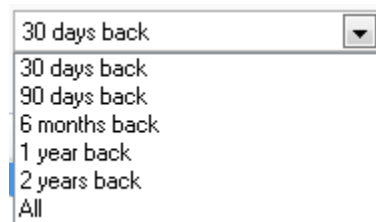
The top part of the Search Tool contains the **Criteria Field**, the **Category Selector** and the **Time Filter** pull-down.



Since **All Fields** is all that is selected, pressing the **Search** button at this point would yield results of all sessions, 30 days back, in the database being found.



The **Time Filter** will allow for searching in increments of time.



The **Filter Results** section of the Search Tool will allow you to set multiple filters to drill down your results. There are three filters that can be used at any one time and the filters are set from left to right. The filters set at this point are Name, Date and Location.

Filter Results:

Name	Date	Location
All	All	All

Filter 1 Filter 2 Filter 3

Each filter list contains the same filters, so any combination of available filters can be used to narrow your search.

Name

- Type
- Name
- Date
- Department
- Location
- Title
- Year
- Month
- Day
- Result Type

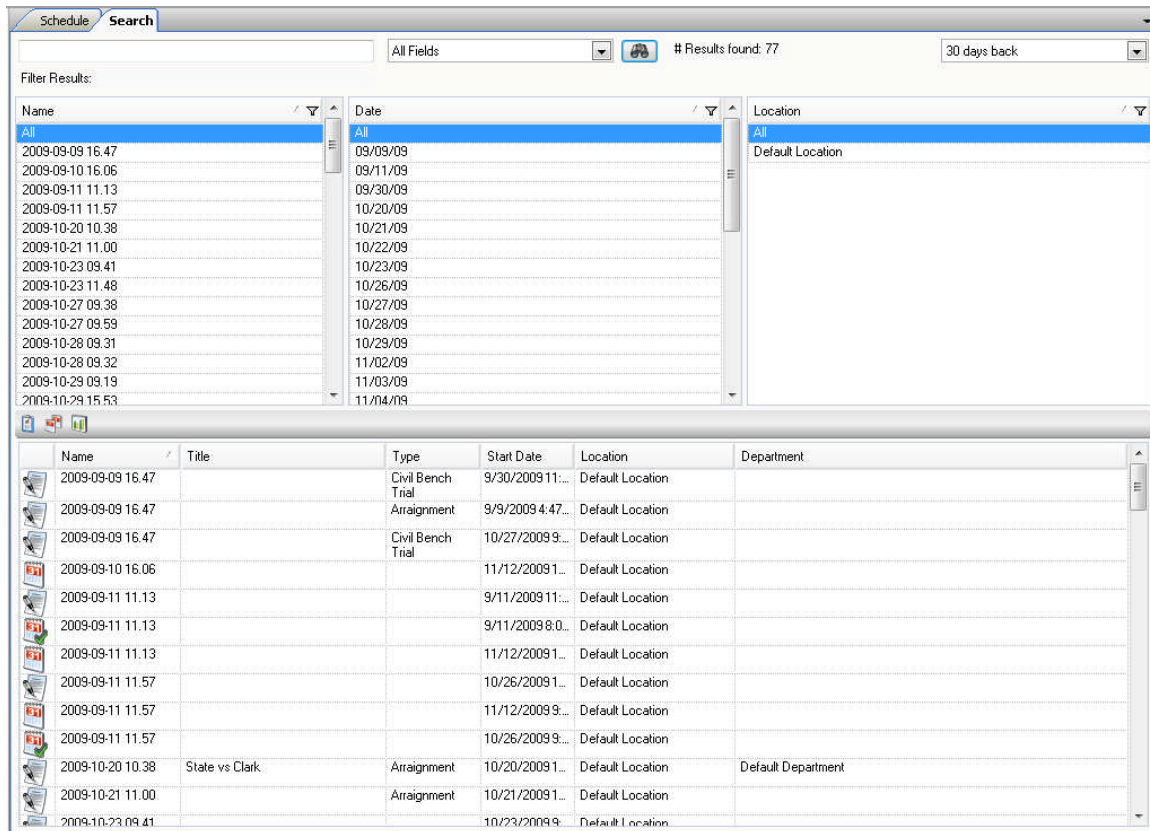
The Bottom section of the Search Tool is the **Search Results** field. Any session that meets the criteria and filters set for the search will appear in this pane. There are icons that will become available when a session is selected from this list that will allow you the same functions as the Logged Today Tool, with the ability to print, publish, edit the session log, change session properties, view the session and start the session. There is also a Show/Hide columns that will allow you to view any column information that is available to the session. (see [Show/Hide Columns](#))

Name	Title	Type	Start Date	Location	Department
------	-------	------	------------	----------	------------

Search-Detailed Operation cont.

To search for a session:

1. Select the **Search Tool** tab and the Search tool will appear in place of the Schedule Display.
2. Press the **Search** button and all the sessions and related sessions, 30 days back, in the database will appear in the Search Results list.



3. We can simplify the search if we know certain information about the session. Type in a session name in the **Criteria** field and press the **Search** button.



4. The **Search Results** field will now only contain one session with the session name you typed in the criteria field. Since we searched by the category of **All Fields**, any session that contained the exact criteria string, in any of the information fields, would show in the **Results Field**.

Name	Title	Type	Start Date	Location	Department
ALTST	AL7	Arraignment	10/21/2009 9...	Default Location	Default Department

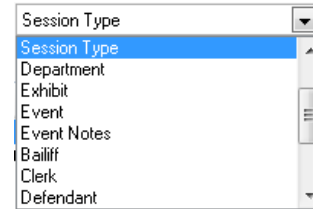
To better understand how the Search Tool works, a session has been created with all information fields filled in. This will allow us to search for one session with parameters we can compare.

We'll start with an **Arraignment** session with a session Name of **SRCHTOOL**. The session will have a title of **State vs Wilson** and belong to the **Default Department**. All of the **Party** and **Exhibit** fields have also been filled in.

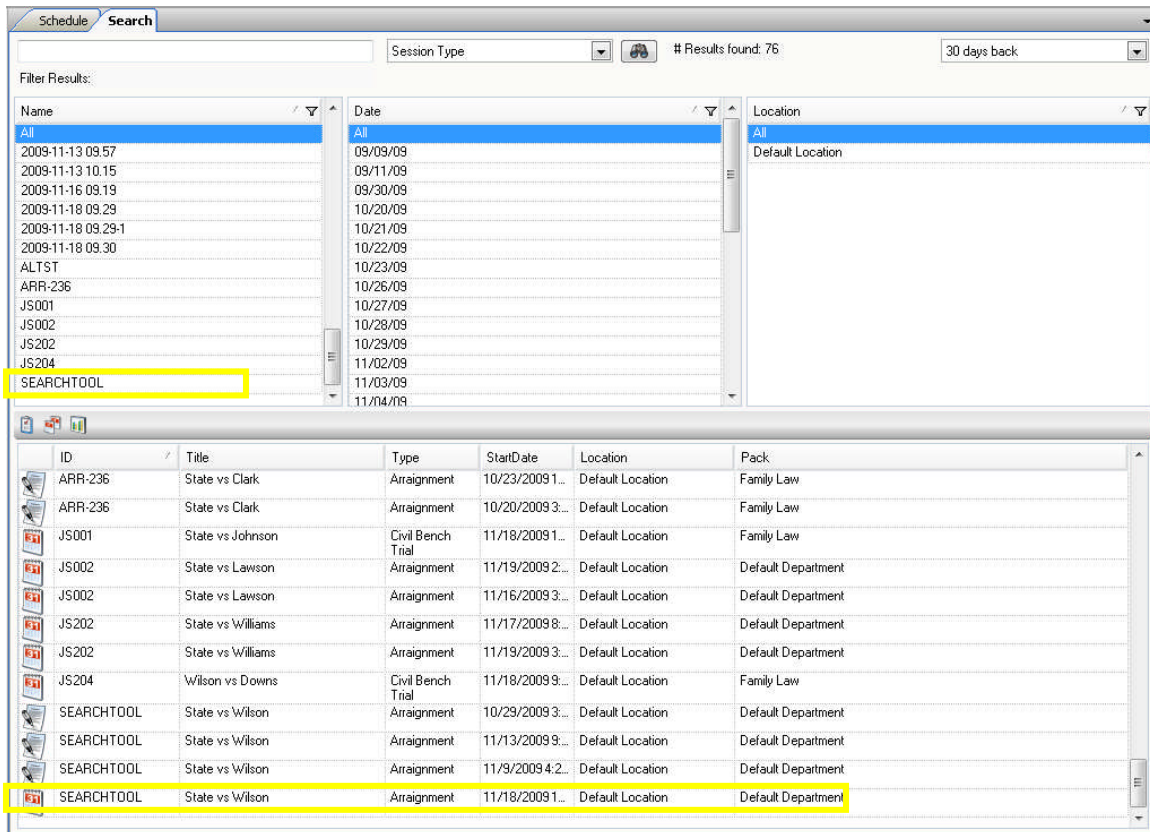
This session was started and logged with events, notes, exhibits and parties in AutoLog and then the session was ended. We will search for this session in the Search Tool.

Log Search		
Time	Name	Note
3:05:42 PM	Session Started	
3:05:53 PM	Trial Dates Set	
3:05:58 PM	Case Continued	
3:06:06 PM	Motion to Enter Guilty Plea	
3:06:24 PM	Order Revoking Probation	
3:06:30 PM	Remain on same bond	
3:06:47 PM	Exhibit Exhibit 01	Can of mace found near scene of crime.
3:07:50 PM	Witness Keisha Thomas: Witness Called	
3:07:55 PM	Witness Keisha Thomas: Witness steps down	
3:08:05 PM	Witness Debbie Simpson: Witness Called	
3:08:12 PM	Witness Debbie Simpson: Witness steps down	
3:08:27 PM	New Event	New event with note
3:08:43 PM	Session Note Entry	Note entry
3:09:08 PM	Arraignment Order	
3:09:11 PM	Court Adjourned	

1. In the JAVS Scheduler Search Tool, select **Session Type** in the **Category Selector**.




2. When the **Search** button is pressed, all sessions and related sessions, 30 days back, that have been assigned a **Session Type** will appear in the **Search Results**.



3. Since we assigned our session as an **Arraignment** type, it will be in the **Search Results** list. All other sessions, 30 days back will also appear if the session contains a session type.

4. In the **Criteria Field**, type **Arraignment** and press the **Search** button.

Assignment Session Type ▼ 

Filter Results:

5. The results will now show all sessions, 30 days back, that have a session Type of **Arraignment**. Since we assigned our session as Arraignment, it will be in the **Search Results** list.

Schedule Search

Filter Results: Version Type 8 Results found: 29 30 days back

Name	Date	Location	ID	Title	Type	Start Date	Location	Path
2009-10-21 11:00	10/20/09	Default Location			Assignment	11/1/2009-3	Default Location	
2009-10-28 09:31	10/27/09	Default Location			Assignment	10/28/2009-9	Default Location	
2009-10-29 10:57	10/27/09	Default Location			Assignment	11/1/2009-11	Default Location	
2009-11-02 09:53	10/23/09	Default Location			Assignment	11/1/2009-1	Default Location	
2009-11-10 10:58	10/26/09	Default Location			Assignment	11/1/2009-1	Default Location	
2009-11-10 10:59	10/23/09	Default Location			Assignment	10/23/2009-7	Default Location	Family-Less
2009-11-11 15:27	11/09/09	Default Location			Assignment	10/30/2009-4	Default Location	Family-Less
2009-11-11 09:57	11/10/09	Default Location			Assignment	10/27/2009-1	Default Location	Family-Less
2009-11-18 09:28	11/11/09	Default Location			Assignment	10/27/2009-7	Default Location	Family-Less
2009-11-18 09:30	11/12/09	Default Location			Assignment	10/27/2009-7	Default Location	Family-Less
AL151	11/13/09	Default Location			Assignment	10/27/2009-1	Default Location	Family-Less
AFR-236	11/16/09	Default Location			Assignment	10/27/2009-7	Default Location	Family-Less
AFR32	11/17/09	Default Location			Assignment	10/27/2009-7	Default Location	Family-Less
JES10	11/25/09	Default Location			Assignment	11/1/2009-1	Default Location	Family-Less
SEARCH-0101L	State vs Wilcox	Assignment	10/29/2009-3	Default Location	Default Department			

6. With the same category of **Session Type** and the **Criteria field** of **Arraignment**, select the date the session was performed in the **Filter 2** section. (Hint: use the column sort in filter 2 to bring the latest date to the top of the list).



Date

All

10/29/09

10/28/09

10/23/09

10/22/09

10/21/09

10/20/09

10/09/09

10/08/09

10/07/09

10/06/09

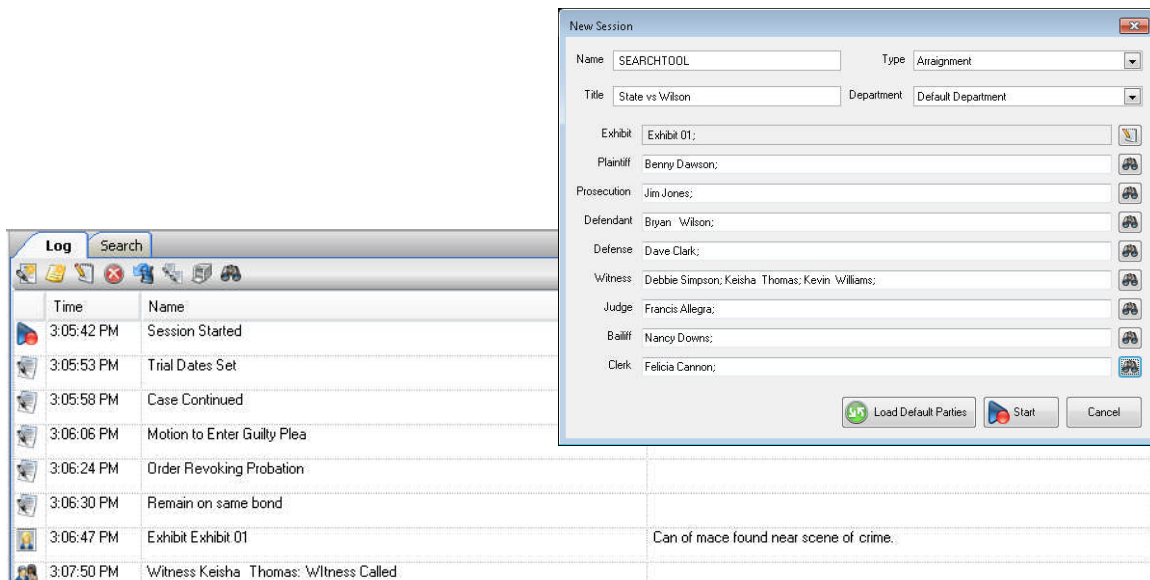
10/01/09

7. Select the date the session was performed and the Search Results field will be narrowed down to those sessions that have been completed on this date. Our session is in the **Search Results** field along with another session that was performed on the same day, with the **Session Type** of **Arraignment**. With limited information we narrowed our search to two sessions.

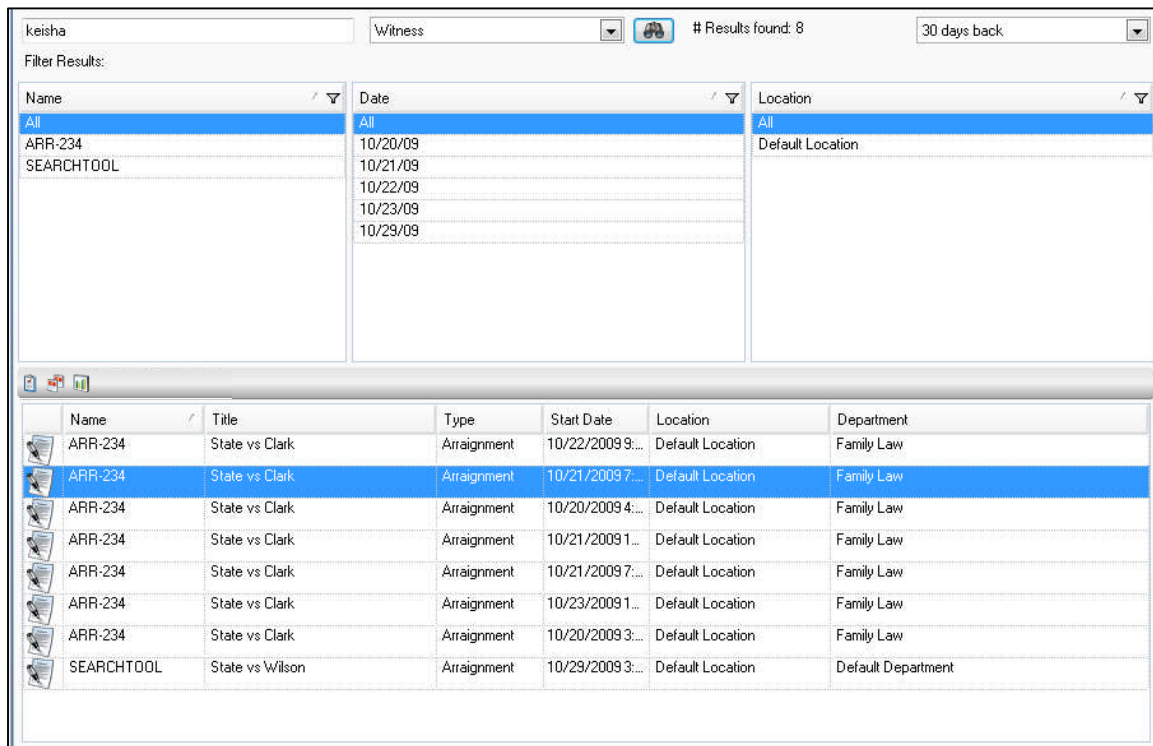
The screenshot displays the 'Arraignment' system interface. At the top, there are filters for 'Arraignment' type, '30 days back' time range, and '# Results found: 21'. Below these are three panels: 'Name', 'Date', and 'Location'. The 'Date' panel is highlighted with a yellow box, showing a list of dates from 2009-10-01 to 2009-10-29. The 'Location' panel shows 'All' and 'Default Location'. At the bottom, a table lists arraignment details. The table has columns: Name, Title, Type, Start Date, Location, and Department. The first row shows '2009-10-29 15:53' for Name, 'Arraignment' for Type, '10/29/2009 3...' for Start Date, 'Default Location' for Location, and 'Default Department' for Department. The second row shows 'SEARCHTOOL' for Name, 'State vs Wilson' for Title, 'Arraignment' for Type, '10/29/2009 3...' for Start Date, 'Default Location' for Location, and 'Default Department' for Department. The 'Type' column is highlighted with a yellow circle.

Name	Title	Type	Start Date	Location	Department
2009-10-29 15:53		Arraignment	10/29/2009 3...	Default Location	
SEARCHTOOL	State vs Wilson	Arraignment	10/29/2009 3...	Default Location	Default Department

Using our sample session we will now look for a session that contains a particular party.



1. We are looking for a witness, with the name of "Keisha". We also know that the session was performed within the last week and the department is the Default Department . Using this information, select **Witness** in the **Category selector** and type in "**Keisha**" in the **Criteria** text field and press the **Search** button.



2. The **Search Results** field will populate with all sessions and related sessions, 30days back, that have a witness with a name "**Keisha**".

- Since we know that the department was the Default department, select the **Department** filter in the **Filter 3** pull down.

Filter Results:

Name	Date	Location
All	All	Type
ARR-234	10/20/09	Name
SEARCHTOOL	10/21/09	Date
	10/22/09	Department
	10/23/09	Location
	10/29/09	Title
		Year
		Month
		Day
		Result Type

- Select **Default Department** from the Filter 3 list.



keisha Witness # Results found: 8 30 days back

Filter Results:

Name	Date	Department
All	All	All
ARR-234	10/20/09	Default Department
SEARCHTOOL	10/21/09	Family Law
	10/22/09	
	10/23/09	
	10/29/09	

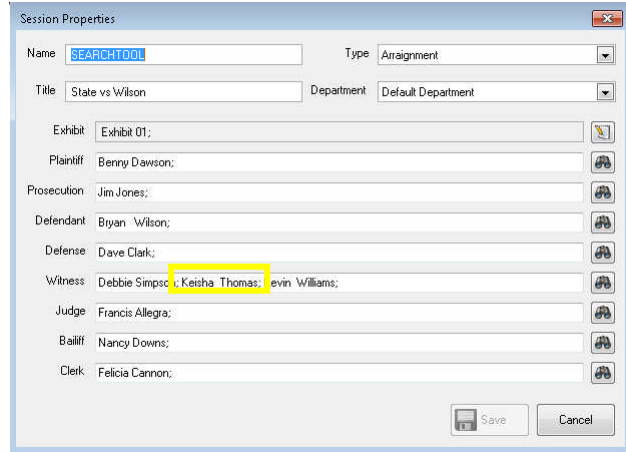
Name	Title	Type	Start Date	Location	Department
SEARCHTOOL	State vs Wilson	Arraignment	10/29/2009 3...	Default Location	Default Department

- The Search Results field has been narrowed to one session. This session meets the criteria of a witness named Keisha that was part of a session 30 days back or less that was completed in the Default Department.
- We can verify that this is the correct session by selecting the **Session Properties** icon located on the **Search Results** toolbar.

ID	Title	Type	StartDate	Location	Pack
SEARCHTOOL	State vs Wilson	Arraignment	10/29/2009 3...	Default Location	Default Department

7. The **Session Properties** for that session will open, and the name **Keisha Thomas** is a witness in this session.
(see [Session Properties-Detailed](#)).



The **Session Properties** dialog box shows the following information:

- Name: SEARCHTOOL
- Type: Arraignment
- Title: State vs Wilson
- Department: Default Department
- Exhibit: Exhibit 01
- Plaintiff: Benny Dawson
- Prosecution: Jim Jones
- Defendant: Bryan Wilson
- Defense: Dave Clark
- Witness: Debbie Simpson, **Keisha Thomas**, Kevin Williams
- Judge: Francis Allegra
- Bailiff: Nancy Downs
- Clerk: Felicia Cannon

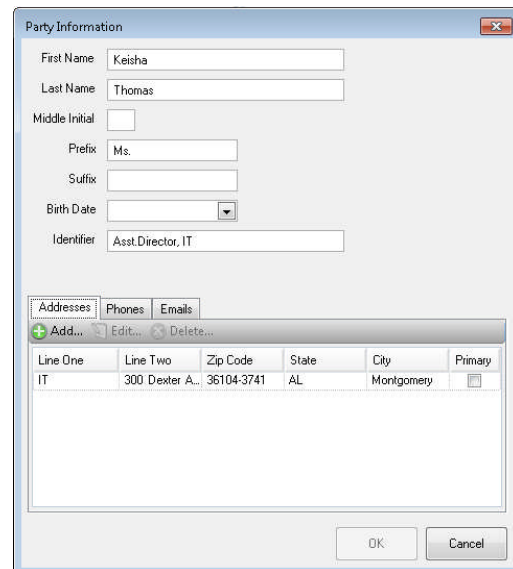
Buttons: Save, Cancel

8. We can now contact Keisha by double-clicking on her name and the **Party Information** window for that party will open.



Witness: Debbie Simpson, **Keisha Thomas**, Kevin Williams

9. We now have available to us, the party's name, address, phone number and e-mail.



The **Party Information** dialog box shows the following information:

- First Name: Keisha
- Last Name: Thomas
- Middle Initial:
- Prefix: Ms.
- Suffix:
- Birth Date:
- Identifier: Asst.Director, IT

Addresses, Phones, Emails tabs are visible. The **Addresses** tab is active, showing:

Line One	Line Two	Zip Code	State	City	Primary
IT	300 Dexter A.	36104-3741	AL	Montgomery	<input checked="" type="checkbox"/>

Buttons: OK, Cancel



The **Addresses** tab is active, showing:

Number	Primary
502-223-5639	<input checked="" type="checkbox"/>



The **Emails** tab is active, showing:

Email Address	Primary
KT@net.net	<input checked="" type="checkbox"/>

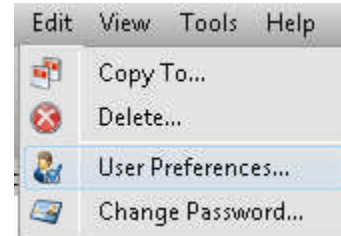
UTILITIES

User Preferences

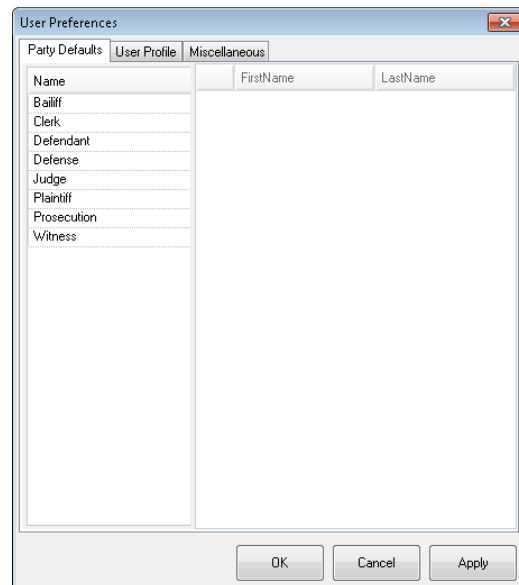
The user Preferences command is available through the menu item **Edit>User Preferences**. This command will allow you to set your personal defaults for JAVS Scheduler 7.

To set User Preferences:

1. Select the menu item **Edit>User Preferences**.



2. The **User Preferences** window will open.
3. The **Party Defaults** tab will allow you to set your party defaults. These parties will show up in the new schedule window when you press the **Load Default Parties** button.



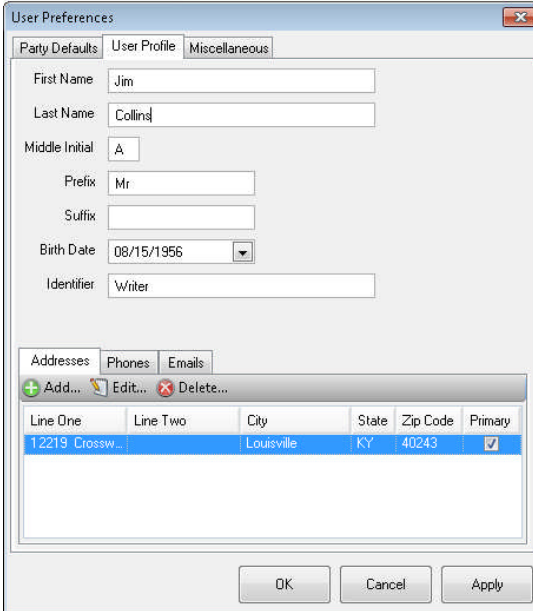
4. Select a Group from the left hand column and a list of parties will appear on the right.

Name		FirstName	LastName
Bailiff	<input type="checkbox"/>	Mia	Taylor
Clerk	<input type="checkbox"/>	Mike	Wells
Defendant	<input type="checkbox"/>	Nancy	Downs
Defense			

5. For a selected group, set a check next to the parties name to make that party a default for that group. When the Load Default Parties button is pressed in the New Session window, Mia Taylor will be set as the Bailiff.

Name		FirstName	LastName
Bailiff	<input checked="" type="checkbox"/>	Mia	Taylor
Clerk	<input type="checkbox"/>	Mike	Wells
Defendant	<input type="checkbox"/>	Nancy	Downs

6. The **User Profile** tab is for your personal information. Multiple Addresses, Phone Numbers and multiple E-mails can be a part of this information.



The **User Preferences** dialog box has three tabs: **Party Defaults**, **User Profile**, and **Miscellaneous**. The **User Profile** tab is active, showing fields for personal information:

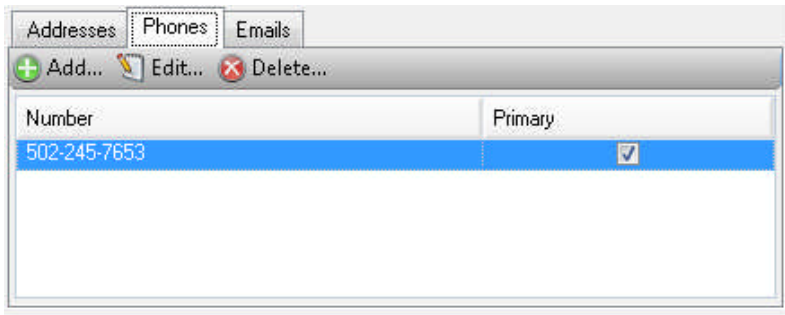
- First Name: Jim
- Last Name: Collins
- Middle Initial: A
- Prefix: Mr
- Suffix:
- Birth Date: 08/15/1956
- Identifier: Writer

Below these fields are three sub-tabs: **Addresses**, **Phones**, and **Emails**. The **Addresses** sub-tab is active, showing a table with columns: Line One, Line Two, City, State, Zip Code, and Primary.

Line One	Line Two	City	State	Zip Code	Primary
12219 Crossw...		Louisville	KY	40243	<input checked="" type="checkbox"/>

Buttons at the bottom: OK, Cancel, Apply.

7. Use the **Add**, **Edit** and **Delete** buttons to edit your personal information.

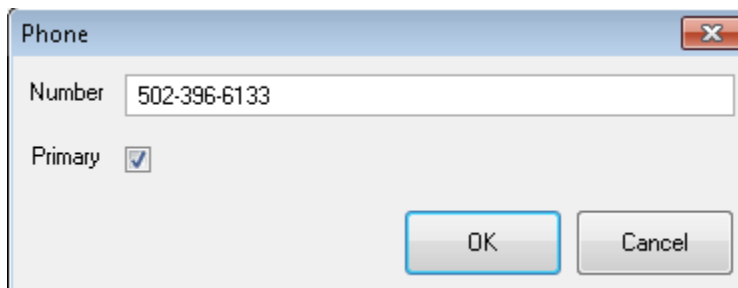


The **User Preferences** dialog box has three tabs: **Addresses**, **Phones**, and **Emails**. The **Phones** tab is active, showing a table with columns: Number and Primary.

Number	Primary
502-245-7653	<input checked="" type="checkbox"/>

Buttons at the top: Add... (green plus), Edit... (pencil), Delete... (red X).

8. When **Add** or **Edit** is activated, the edit window for the selected tab will open.

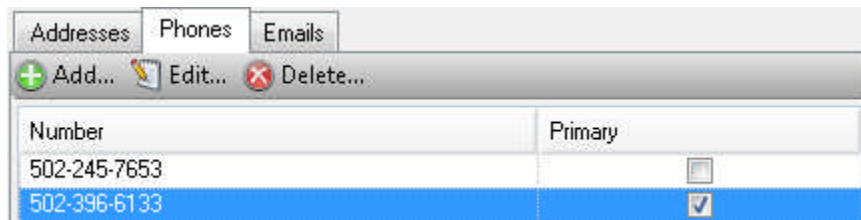


The **Phone** edit dialog box has a close button (X) in the top right corner. It contains:

- Number: 502-396-6133
- Primary: ☒

Buttons at the bottom: OK, Cancel.

9. Type in the appropriate information and set whether the information is the **Primary** information. Press **OK** and the information has been updated.



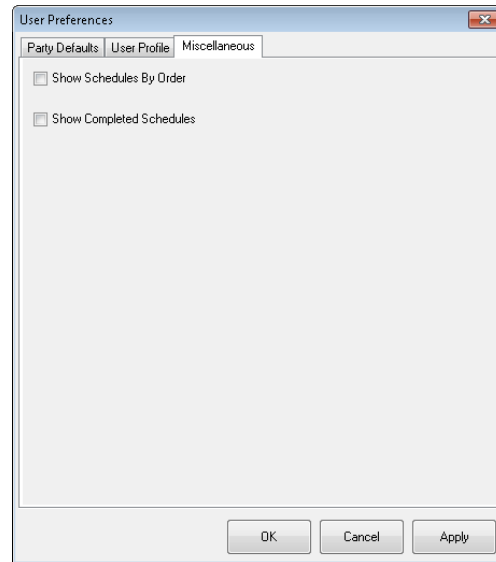
The **User Preferences** dialog box has three tabs: **Addresses**, **Phones**, and **Emails**. The **Phones** tab is active, showing a table with columns: Number and Primary.

Number	Primary
502-245-7653	<input type="checkbox"/>
502-396-6133	<input checked="" type="checkbox"/>

Buttons at the top: Add... (green plus), Edit... (pencil), Delete... (red X).

10. The **Miscellaneous** tab will allow the user to set 2 view commands, **Show Schedules by Order** and **Show Completed Schedules**.

11. Check **Show Schedules by Order** if you plan to use the Sort by Order command. This will hide any views that are not used in this function. Only the Month view and the Single Day by Order views will be available. (see [Sort by Order](#)).
12. Check **Show Completed Schedules** if you want to see all completed schedules in any of the calendar views.



13. When finished setting your personal defaults, press the **OK** button and your personal defaults have been changed.

Back to: [Entering Parties](#)

[Session Properties](#)

Print Schedule

The Print Schedule command will allow the user to print a complete schedule for any given month (Month View), week (week view), work week (Work Week view), day (day by times or day by order). The print command will print all sessions in the view and place each different session on a separate page.

Select your view and use the menu command **File>Print Schedule** or press the **Print** icon located on the main toolbar.

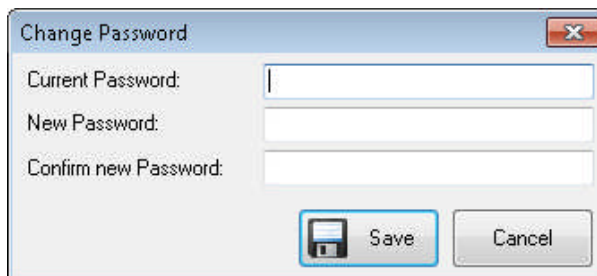


Change Password

You can change your personal password by selecting the menu item **Edit>Change Password**.

To change a user's password:

1. Select the Menu Item **Edit>Change Password**.
2. The **Change Password** window will open.




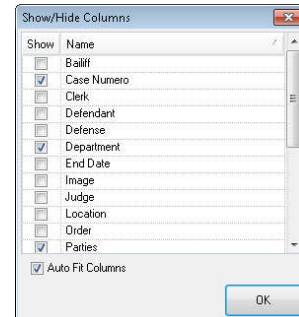
3. Type in your current password and then your new password. Confirm your new password and press the **Save** button. Changes will only take effect the next time you login.

Show/Hide Columns

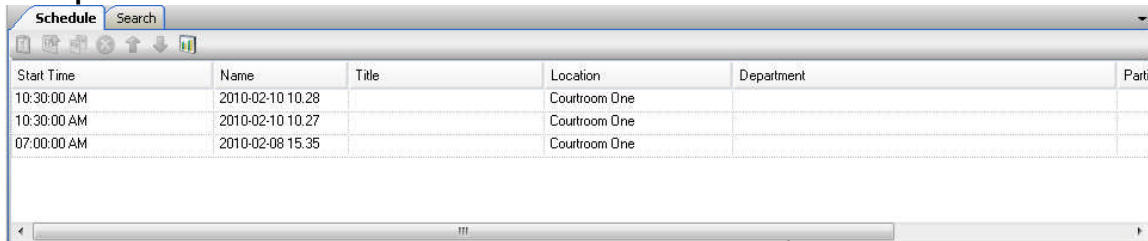
The Show/Hide Columns function will allow the user to view any available information column associated with a session. The Show/Hide Columns command is located in the *Schedule tab* Single Day by Order or in the *Search tab* on the Results Field toolbar.

To show or hide columns:

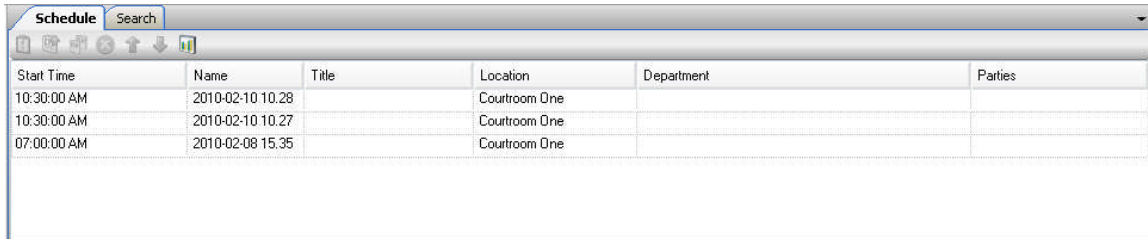
1. Select the **Show/Hide Columns** icon. 
2. The **Show/Hide Columns** window will open.
3. Check or un-check the columns you wish to see and press **OK**. The **Auto Fit Columns** checkbox, if checked, will try to fit all columns into the current view without using a scrollbar to view all the columns.



Example:

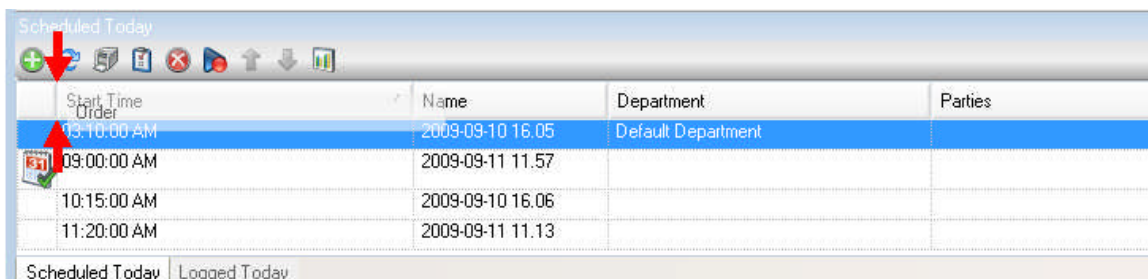


Auto Fit **Off** with multiple columns. A scroll bar is provided to scroll to each column.



Auto Fit **On** with the same columns, No scroll bar is available and the columns are compressed to fit on screen.

Click and drag the columns to set the column order. You will see red arrows indicating where the column will drop.



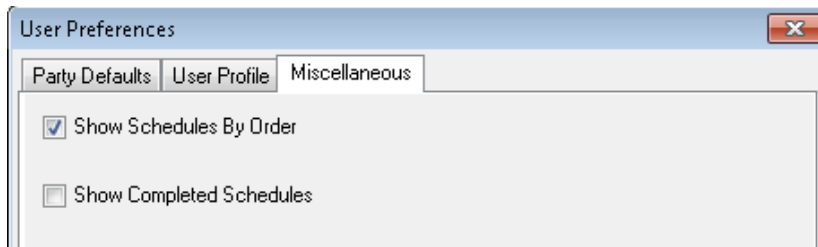
Note: Auto Fit Columns is best used with a minimum number of columns. If columns have large amounts of information, the Auto Fit Columns tend to compress the information to fit on screen.

Back To: [Interface at a Glance](#))

[Search Tool](#)

Sort by Order

JAVS Scheduler 7 gives the user the ability to sort the schedule list by any order they choose. Along with normal column sorting using the sort arrow for each column, JAVS Scheduler 7 allows you to pick any schedule in the list and place it in any order you wish. Sort by order only works in the Month View and the Single Day by Order view. If you plan to use the Sort by Order command, you can disable the views that are not applicable by selecting the menu item **Edit>User Preferences-Miscellaneous** tab. Check the **Show Schedules by Order** checkbox and press **OK**.



The non-applicable views will be hidden.

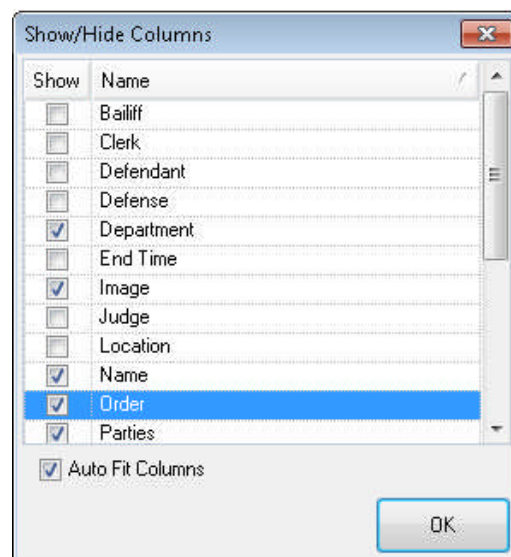


To sort schedules by order:

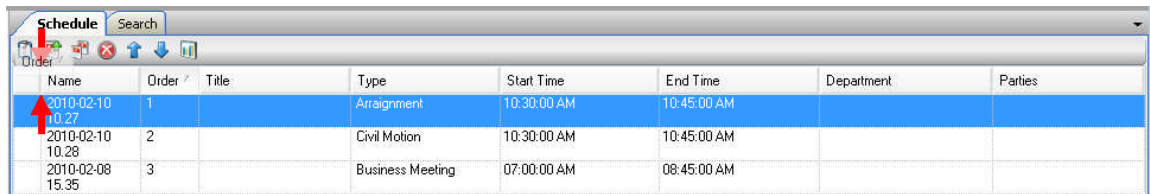
1. In the Schedule tab, Press the **Show/Hide Columns** icon located on the Search tab-Results Field toolbar or the Single Day by Order view in the Schedule tab. The **Show/Hide Columns window** will open..



2. Check the **Order** checkbox and press **OK**.

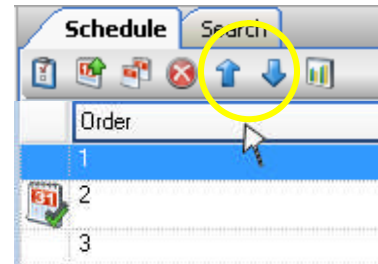


- Click and drag the **Order** column to the far left of the columns and release. You will see red arrows indicating where the column will drop. (This step only places the Order column as the first column and is unnecessary for the Sort by Order to work.)

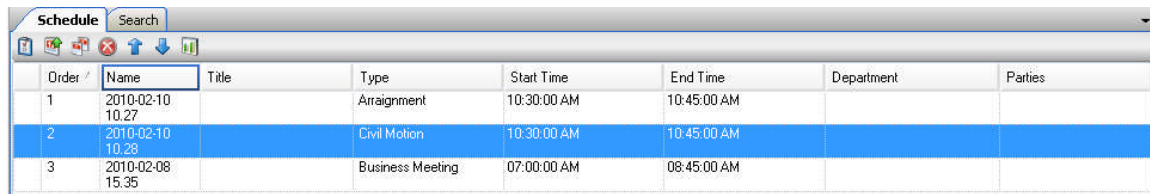


Order	Name	Title	Type	Start Time	End Time	Department	Parties
1	2010-02-10 10.27		Arraignment	10:30:00 AM	10:45:00 AM		
2	2010-02-10 10.28		Civil Motion	10:30:00 AM	10:45:00 AM		
3	2010-02-08 15.35		Business Meeting	07:00:00 AM	08:45:00 AM		

- Select the **Order** header and the **Up/Down arrow** icons will become active.

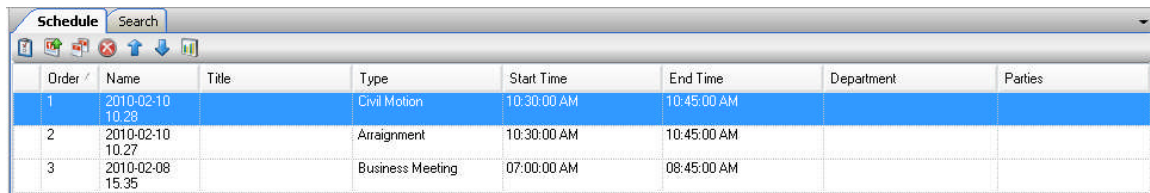


- Select any schedule in the list you wish to change its order.



Order	Name	Title	Type	Start Time	End Time	Department	Parties
1	2010-02-10 10.27		Arraignment	10:30:00 AM	10:45:00 AM		
2	2010-02-10 10.28		Civil Motion	10:30:00 AM	10:45:00 AM		
3	2010-02-08 15.35		Business Meeting	07:00:00 AM	08:45:00 AM		

- Use the **Up/Down arrows** to place the schedule where you want it to fall in the list.



Order	Name	Title	Type	Start Time	End Time	Department	Parties
1	2010-02-10 10.28		Civil Motion	10:30:00 AM	10:45:00 AM		
2	2010-02-10 10.27		Arraignment	10:30:00 AM	10:45:00 AM		
3	2010-02-08 15.35		Business Meeting	07:00:00 AM	08:45:00 AM		

We have moved session 2009-10-10 10.28 from the second position in the list up to the first position in the list.

- Repeat this action until all schedules are in the order you wish.

Back to: [User Preferences](#)

Undockable Windows

JAVS Scheduler 7 allows the user to arrange the tool windows or tabs to any layout you choose. By selecting the particular windows header bar or tab, the window can be pulled from its current location and placed in another location. Double clicking the header or tab will also undock that window to the previously positioned location or upper left of the screen if it has never been moved.

There are two methods for moving and sizing windows:

Docked Method:

The docked method will allow you to use the docking controls to lock a window into place once it has been moved. By selecting the window header or tab, move the window to the area of the screen you want and roll over the docking controls. The controls will allow you to go left, right, up or down and a highlighted area will appear indicating where the window will be positioned. If you position over the center of the docking control, the window will be placed as a tab in that particular window. The windows can be resized by holding the mouse pointer over the edge of a window until the pointer turns into a resize cursor. Click and drag to the size you want.

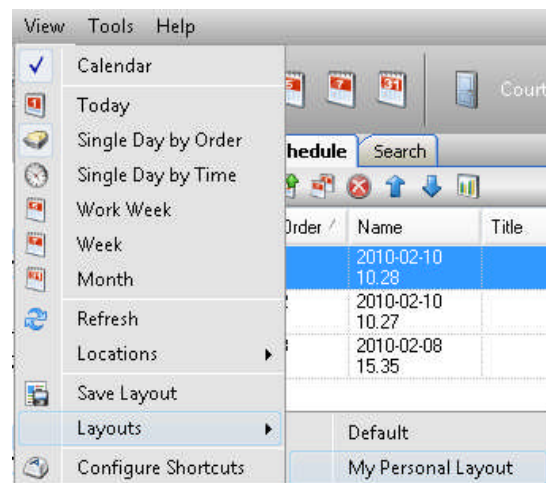
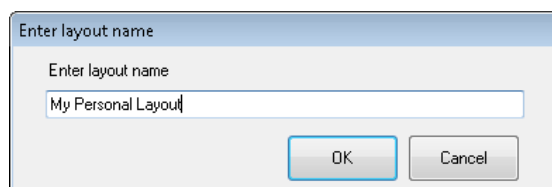
Undocked method:

The undocked method will allow the user to move a tool window or tab to any position on the screen and be free floating. By selecting the window header or tab, move the window to the area of the screen you want and release the mouse, the window has been repositioned.

NOTE: Double-clicking on a window header will re-dock the window to the last docked position. Conversely, double-clicking on a docked window header will place it in the last free floating position.

View Layouts

Once the windows have been re-positioned, use the **View>Save Layout** command to personalize your specific layout. Once saved, the layout will appear in the menu item **View>Layouts** and can be recalled at anytime.

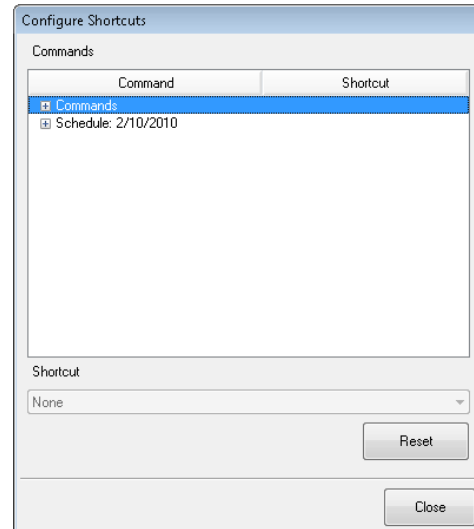
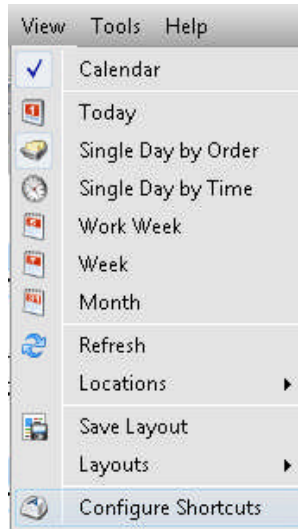


Configure Shortcuts

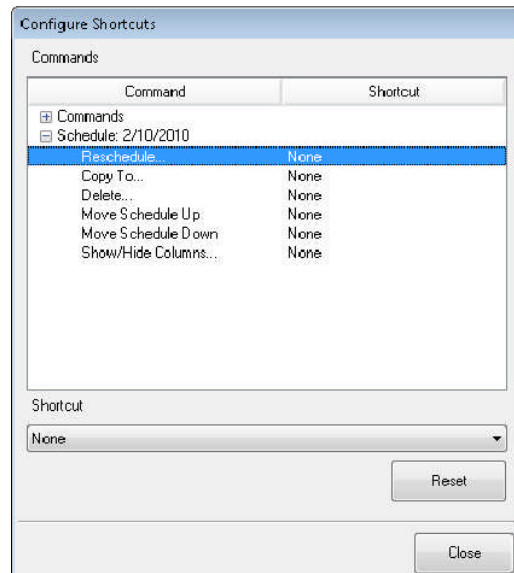
JAVS Scheduler 7 gives the user the ability to map the keyboard with shortcuts for their most used commands with user configurable hotkeys. Once configured, the programmed keys will be saved for each windows user.

To configure the keyboard for shortcuts:

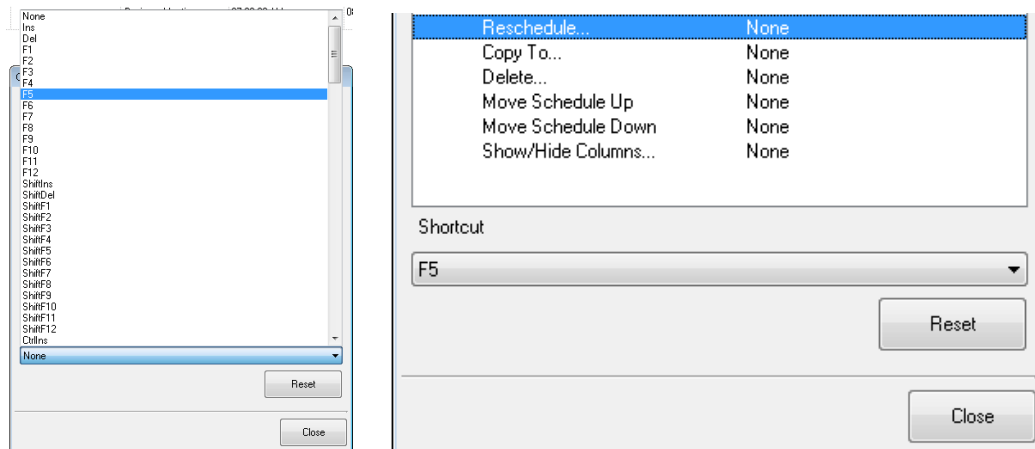
1. Select the menu item **View>Configure Shortcuts** and the **Configure Shortcuts** window will open. The Configure shortcuts window is categorized into 2 tools. Each category has a tree structure with related commands for that tool



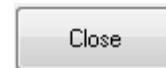
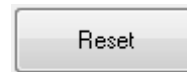
2. Select the command from a tree structure you wish to set a hot key for.



3. Use the **Shortcut** pull down to choose the keystroke or combination of keystrokes for the command. Press the **Close** button.



4. The command is ready to be used with the new shortcut.
5. You can set the keyboard back to the JAVS default by pressing the **Reset** button.
(Warning: This action cannot be un-done).
6. When finished setting your shortcuts, press the Close button.

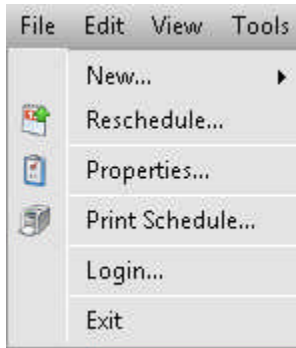


Menu Items:

Most of the commands that are available on the interface as icons are also available through the Menu Items. Not all menu items are icon commands and some menu items will have the same command.

FILE MENU:

The File menu will allow you to schedule a new session, reschedule an existing schedule, Change schedule properties, print the schedule of sessions, login and close the program.



File>New: Opens the New Session window.

File>Reschedule: Opens the Edit Schedule window.

File>Properties: Opens the Session Properties window.

File>Print Schedule: Opens the Report window.

File>Login: Opens the Login window.

File>Exit: Closes JAVS Scheduler 7.

EDIT MENU:

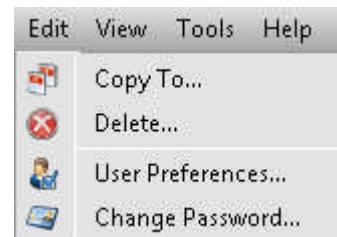
The Edit menu will allow you reschedule and delete session schedules, set your personal preferences and change your password.

Edit>Copy To: Opens the Edit Schedule window.

Edit>Delete: Removes any selected schedule.

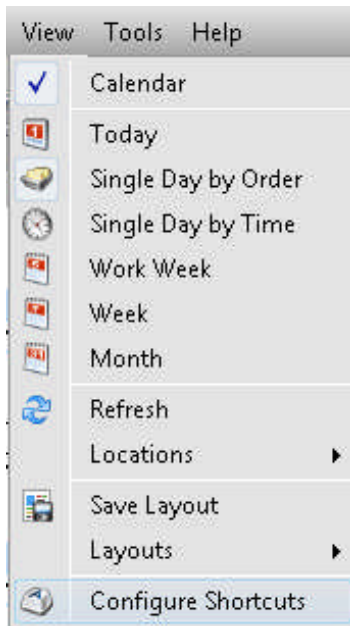
Edit>User Preferences: Opens the User Preferences window.

Edit>Change Password: Opens the Change Password window.



VIEW MENU:

The View menu contains all of the views available in JAVS Scheduler 7 as well as interface layouts, keyboard and toolbar functions.



View>Calendar: Shows or hides the side calendar.

View>Today: Selects Today's date in the calendar views.

View>Single Day by Order: Shows any selected day in a list view.

View>Single Day by Time: Shows any selected day in a time of day view.

View>Work Week: Shows any selected work week in a time of day view.

View>Week: Shows any selected week in a time of day view.

View>Month: Shows 30 days in a calendar view.

View>Refresh: Allows the user to update any changes to the database made outside of their station.

View>Locations: allows user to view schedules by location.

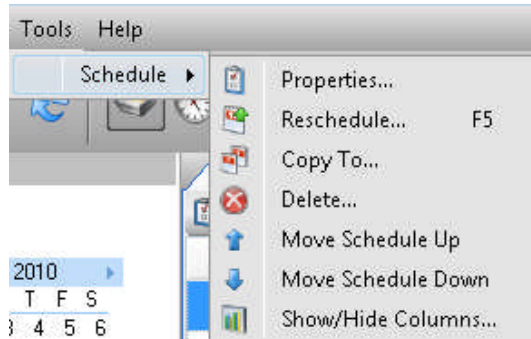
View>Save Layout: Allows the user to save any interface layout.

View>Layouts: Allows the user to recall any saved layout.

View>Configure Shortcuts: Allows the user to configure keyboard shortcuts for common commands.

TOOLS MENU

The tools menu is available to the Schedule tool. These commands relate to any selected in-complete schedule in any view.



Tools>Schedule-Properties: Opens the Session Properties window.

Tools>Schedule-Reschedule: Opens the Edit Schedule window.

Tools>Schedule-Copy To: Opens the Edit Schedule window.

Tools>Schedule-Delete: Removes any selected in-complete schedule.

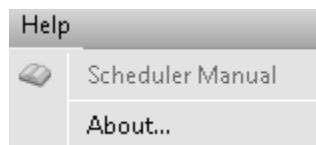
Tools>Schedule-Move Schedule Up: Moves selected schedules up using Sort by Order.

Tools>Schedule- Move Schedule Down: Moves selected schedules down using Sort by Order.

Tools>Schedule- Show/Hide Columns: Allows the user to view any information column available to a schedule.

HELP MENU

The Help menu will give you information about the version of Scheduler 7 as well as gives you access to JAVS Scheduler 7 interactive user manual in PDF format.



Help>Scheduler Manual: Opens the User Manual PDF file.

Help>About: Opens the About screen.

(See [Appendix B](#))

Appendix-A

ACTIVATION

The JAVS software set requires that each user to activate the software before it can be used. There are three ways to activate the software; Online Activation, Phone Activation and a 15 day trial period.

The first time Scheduler 7 is launched an activation message will appear with three choices.

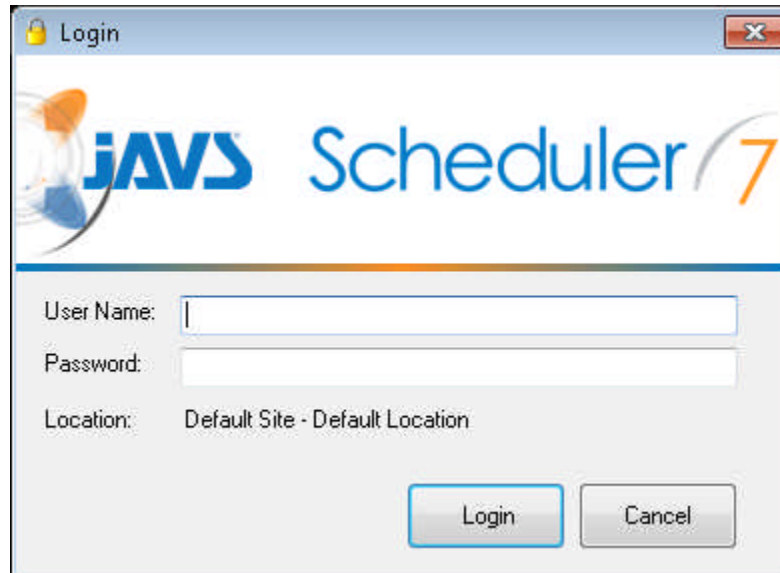


Online Activation

Select **Online Activation** and press **Next**. Enter the Serial Number and Password provided on the Installation CD. Observe case sensitivity.

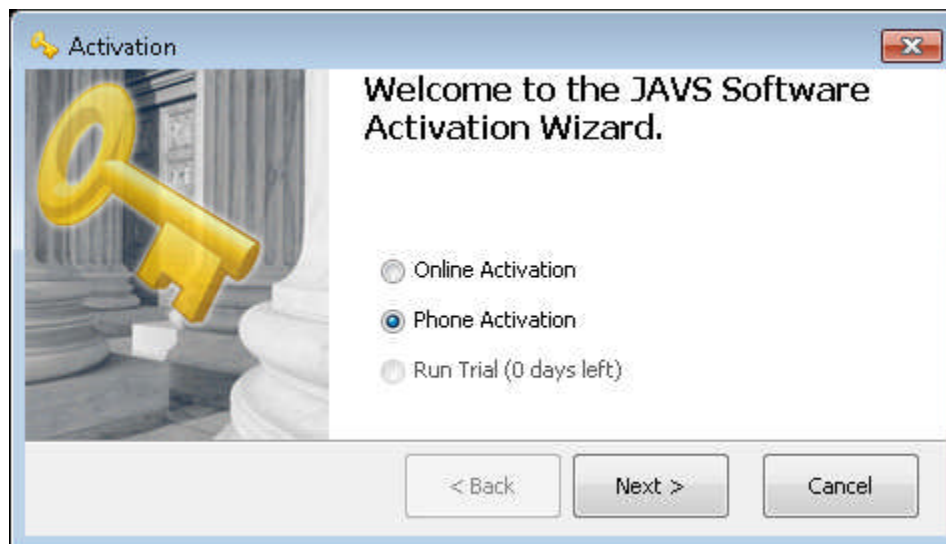


After entering the Password and Serial Number press the **Finish** button and the JAVS Scheduler 7 login screen will appear. Type in your user name and password and Scheduler is ready to use.




Phone Activation

Select **Phone Activation** and press **Next**.



A contact screen will appear with the JAVS help desk phone number. Contact the JAVS help desk with the number provided, and give the **Pin Number** to the help desk technician. The JAVS help desk will then provide you with the appropriate activation code for your particular system. Type this number in the Activation Code field and press **Finish**. All numbers are case sensitive.

The image shows a Windows-style window titled "Activation" with a yellow key icon in the top-left corner. The window contains a large yellow key graphic on the left. To the right of the graphic, the text reads: "Please contact customer service at 1-877-JAVS-HLP (1-877-528-7457) to complete activation." Below this text, there is a "Pin Number" section with five input boxes containing the characters "5F29", "C26B", "5F5D", "37C4", and "AF5F". Below the pin number, there is an "Activation Code" section with five empty input boxes. At the bottom of the window, there are three buttons: "< Back", "Finish", and "Cancel".

Activation

Please contact customer service at 1-877-JAVS-HLP (1-877-528-7457) to complete activation.

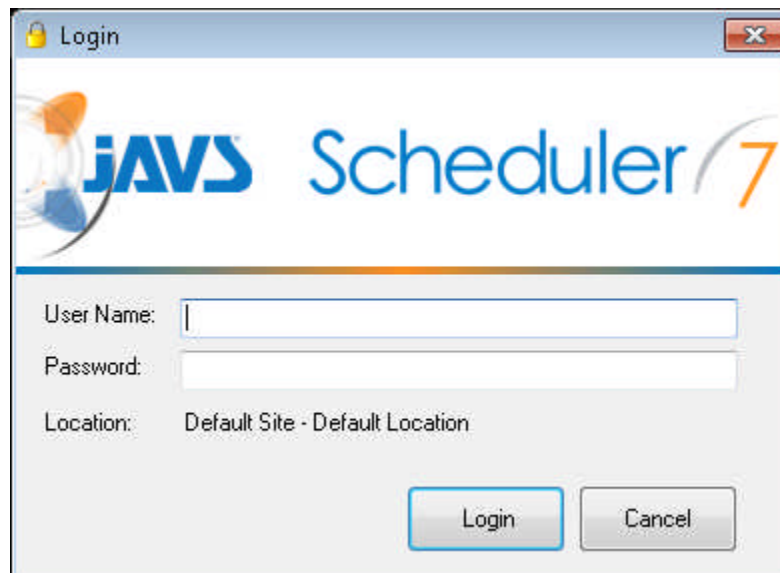
Pin Number

5F29 C26B 5F5D 37C4 AF5F

Activation Code

< Back Finish Cancel

The JAVS Scheduler 7 login screen will appear. Type in your user name and password and Scheduler is ready to use.

The image shows a Windows-style window titled "Login" with a padlock icon in the top-left corner. The window features the JAVS Scheduler 7 logo at the top. Below the logo, there are three input fields: "User Name:" with an empty text box, "Password:" with an empty text box, and "Location:" with the text "Default Site - Default Location". At the bottom right, there are two buttons: "Login" and "Cancel".

Login

JAVS Scheduler 7

User Name:

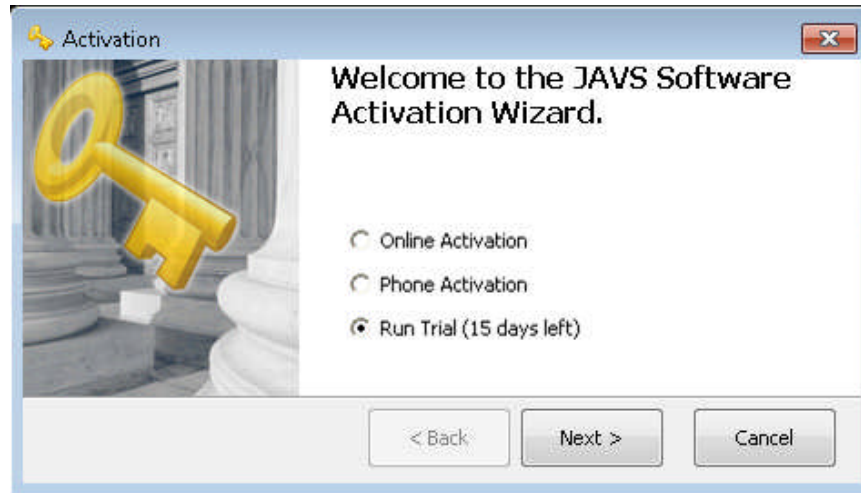
Password:

Location: Default Site - Default Location

Login Cancel

15 Day Trial Period

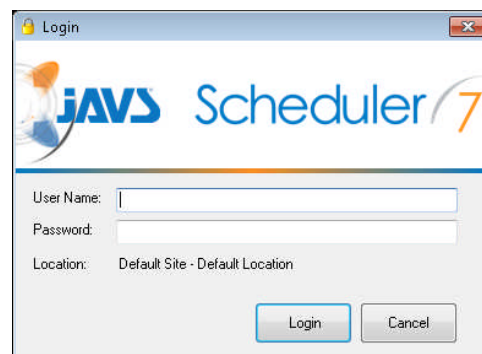
Select the **Run Trial** and press the **Next** button.



You will get a message indicating how many days are left on your trial period.



Press **OK** and the Scheduler 7 login screen will appear. Type in your User Name and Password and Scheduler is ready to use.

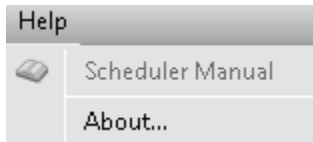


Appendix B

HELP MENU

The **Help** menu item contains selections for the **JAVS Scheduler Manual** and an **About** information screen. The JAVS Scheduler Manual selection opens the JAVS Scheduler User Manual in PDF format. The User Manual is a comprehensive look at JAVS Scheduler features, and step by step instructions on how to use the many functions. There are also links within the manual which will guide you from section to section.

The JAVS Scheduler User Manual is also available for download at <http://galileo.javs.com>.



The **About** selection will provide information about the version of JAVS Scheduler, Libraries, Platform and other pertinent information about your JAVS AutoLog system. This information is useful when calling the JAVS HelpDesk.: **1-877-JAVS HLP (528-7457)**.

